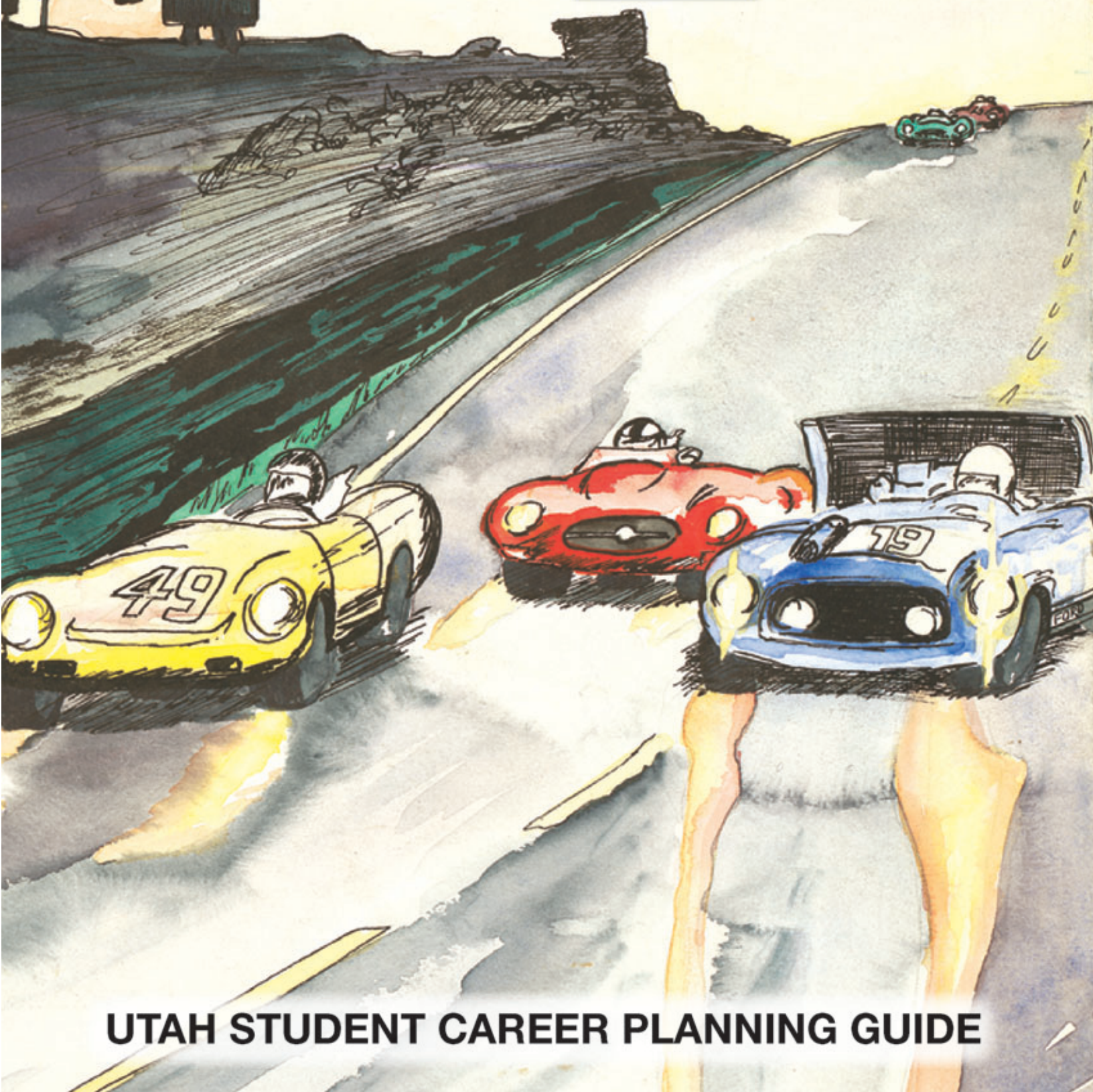


# *Driven to* Succeed



**UTAH STUDENT CAREER PLANNING GUIDE**



## UTAH STUDENT CAREER PLANNING GUIDE

# *Driven to Succeed*



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The ***Student Career Planning Guide*** is a publication of the Utah Career Resource Network (UCRN), a project of the Career and Technical Education Division of the Utah State Office of Education, in cooperation with the Bridgerland Applied Technology College.

Copies of this publication are available for  
forty cents each (\$10 for a bundle of 25 copies).

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*Deep appreciation is expressed to authors  
and contributors, including Rick Anderson,  
who contributed the illustration  
for this edition.*

**Quality Career Information . . . Informed Career Decisions**

# Driven to Succeed in the New World of Work



Ron Bailey, Olympus High School Career Counselor/CTE Coordinator

## PAST

We are living in the Information Age but are still **challenged by Industrial Age** views and strategies.

During the height of the Industrial Age people went through training and education, and then obtained secure employment. They worked hard and advanced in the company they joined. They retired as young as possible with full benefits.

## PRESENT

We are now in the Information Age and **our economy is knowledge-based**. Because of instant communication we are members of a world-wide global village. Permanent, secure jobs are simply becoming scarce, especially for young people. High-paying work opportunities are abundant, but they require **high-level training and skills**. Competition is increasing as people throughout the world are becoming aware of and able to apply for those opportunities.

## THE GOOD NEWS AND THE BAD NEWS

The bad news is that we have less employment security now than people experienced during former years. We cannot rely on chance to land a life-enhancing career. The good news is that we have more personal freedom than ever before. We have more work options to choose from and are able to more freely choose our life styles. *We are in the driver's seat and are the managers of our own futures.*

With the immense freedom comes immense personal responsibility. We must learn and continue to improve the career management skills that we will need to navigate our careers.

We learn mostly by *doing*. Whatever we do, we are learning and improving our skills. We need to be keeping a **portfolio** of those skills and experiences. Artists and others have to build portfolios of their work so that they can *show and tell* significant others what their talents and abilities are. It is now important for you and everyone to build such portfolios so that you can show your skills and accomplishments. **A simple résumé isn't enough.**



---

*You are entering a world of work that is different  
from the one that your parents entered.*

---

## What are the career management skills?

**First, is FOCUS.** You must know yourself. Who are you now? What do you *love* to do? What is *important* to you? What are your special talents and skills that will enable you to add value to your work team? **Second is DIRECTION.**

What are your options? What kinds of situations, environments and work roles have special appeal for you? How do you qualify for the learning and work opportunities for that you seek? **Third is ADAPTABILITY.** Can you make the best of *ever-present and constant change* in order to take

advantage of ever-new opportunities? Are you willing to invent your future? To create things that do not exist? **And fourth, is PERSONAL DEVELOPMENT.** Do you have healthy self-esteem and self knowledge to counter uncertainty and doubt? Can you believe in yourself and follow your heart?

*Finally, life is a continuing journey, not a destination. So be a good traveler. You are not alone. Access your allies, be a good ally and be sure that you are adding value to your group of allies. Acknowledge that learning is life-long. You are most alive and vibrant when you are learning.*

Available in both English and Spanish, Utah *Choices Planner* has all the tools you need to compare, connect and choose education and career options to build meaningful plans.

Simply choose a Guideway that best suits your objectives to be effortlessly directed through *Choices Planner's* Work, Learn and Your Portfolio components.

## WORK

- Build self-awareness with insightful assessments that identify your skills, interests and values.
- Easily browse by career clusters for hundreds of occupation profiles that provide relevant connections to the appropriate majors and schools offering those programs.
- Activate your career plan with connections to job banks and tools for writing an effective résumé, interviewing practice and planning a job search.

## LEARN

- Identify post-secondary options that best align with your preferred characteristics.
- Effortlessly compare two schools side-by-side or compare a school to your personal criteria.
- Find out which scholarships you may qualify for using the Scholarship Finder.

## PORTFOLIO

- Make personalized planning more effective with the innovative portfolio – available anytime, anywhere, securely stored online.
- Easily create individualized plans with the step-by-step Career Plan Builder.
- Confirm, review and revise your plans as often as you like or share them via e-mail.



Discover how *Utah Choices Planner* can work for you!

Go to [www.utahmentor.org](http://www.utahmentor.org) today!



## Log On

1. Go to **www.utahmentor.org** and click on the **Choices** logo.
2. In the Student section, click on **Create a New Portfolio**.
3. Select your **City and School/Site** from the drop-down menu, as well as the rest of the required information. Whenever you work within your portfolio, all work and assessment results will be automatically saved. From now on, whenever you log in you will use your Portfolio Name and Password.
4. Click on the **Choices Planner badge** in your Tools section to start planning!



## Review Your Portfolio

In your Portfolio, you will find the following components...

**All About You**, which stores your...

- Personal information
- Getting Ready to Work activities
- Interests, values and skills assessment results
- Network information
- Experiences
- Entrance Test scores

\*\* If you have switched schools, you can update your portfolio by clicking on the **Change Schools** link in the Personal Info section, and then choose your new school from the drop-down menu.



**Things You've Saved**, which stores your saved or viewed...

- Career profiles
- Clusters profiles
- Program profiles
- School profiles
- Schools you've applied to
- Scholarship profiles

**Your Plans**, which stores the plans you have created using the Career Plan Builder.

**Your Activities**, which stores your...

- National Guideways
- Files and attachments
- Links to other work and resources online

**Your Journal**, which stores all your thoughts, feelings, reflections and hopes for the future.

### Build a Career Plan

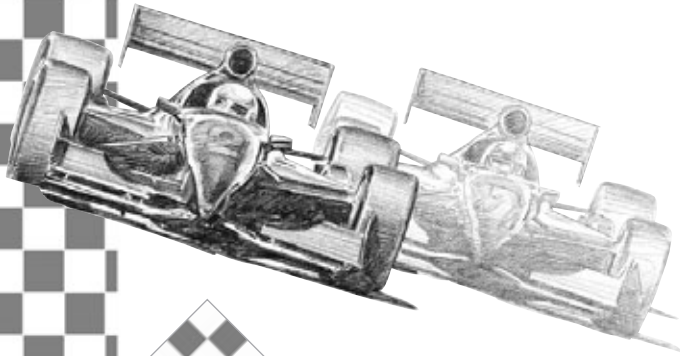
1. On the *Choices Planner* Home page, click on the **Career Plan Builder** link.
2. Choose to Create a New Career Plan, and the Career Plan Builder will take you through the *Choices Planner* program step-by-step to help you build a meaningful plan.
3. You can create as many plans as you want using the Career Plan Builder, saving them all in your personal online portfolio.



# Choosing a

Kimberly Bartel

Utah Department of Workforce Services



**There are many types of jobs** to choose from and you have many different interests and talents – how will you ever select the “perfect” job? Well, it is important to consider the things you like to do for fun, your hobbies and your interests. It is helpful to understand and know yourself well since your personality type will also influence career success and happiness. And it is always worthwhile to do a “reality check” on what getting your ideal job requires.



**Your hobbies and interests** can lead you to a great job. For example, if you like to play music there are job choices other than being a rock ‘n’ roll star. You might consider teaching, working in retail sales, or working in other capacities for a company that produces music. If you research the skills and abilities of musicians, you may find other interesting jobs you may never have considered which require similar skills and abilities.

**Understanding your personality** can be very helpful in choosing a job. For example, if you love to be around people and you seem to get your best ideas and energy from being around and interacting with others, you probably would not perform best in a job which requires you to sit for long hours alone in a cubicle with a computer. This type of knowledge can assist you as you research the job duties of specific jobs to find out what the best fit is for you.



**We all must deal with reality**, and the reality is some jobs just don’t have a lot of open positions. You want to make sure the job you choose is available. In other words, make sure there are employers hiring for the job. You also want to think about the standard of living you want and ensure that the job you choose will pay the wages you need to meet that standard. This information is available at <http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do>.

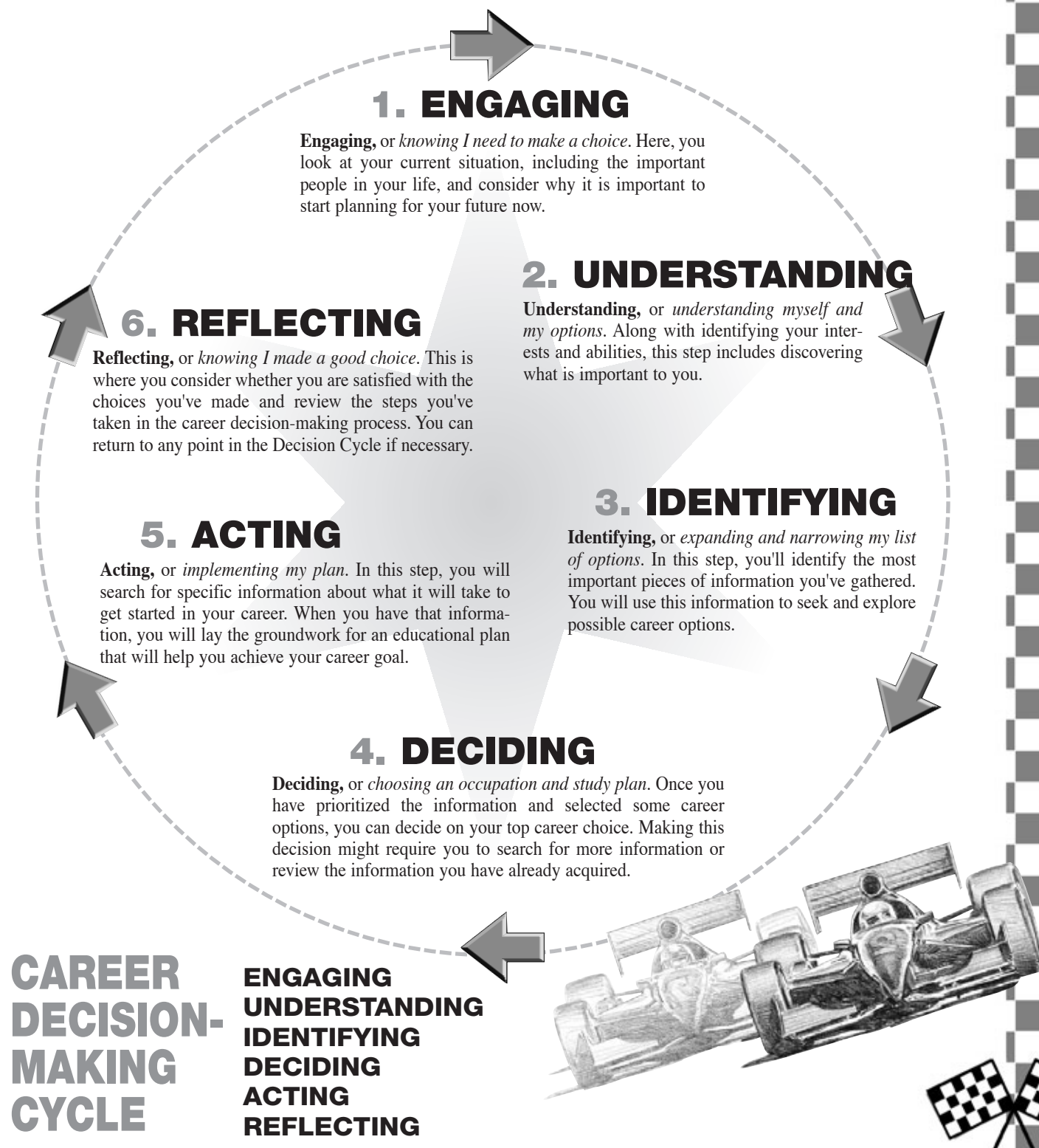
**If you start feeling too much stress** and pressure about choosing the “perfect” job, try to relax. Most people have career paths that take them in several different directions and they find that these experiences help them find a job that is good fit for them. Talk to people you know and ask them how they got into their jobs. Often you will find these stories to be interesting and rarely a straight climb up a pre-designated career ladder.



# Career Track

## The *Career Decision-Making Tool (CDMT)*

There are various factors to be considered in making a career decision. These factors, reliable sources of career information, and the stages in the career decision-making cycle, are the foundation of a new web-based tool that can guide you in your own process. To follow is an overview, but you can access the full *Career Decision-Making Tool* at: <http://www.acrnetwork.org/decision.htm>.






# Identify Your Career Interests

This overview/checklist is designed to help you discover the group(s) of occupations most related to your interests, based on “Holland Codes.”

This is simply an activity, not a validated assessment measure.




*For each of the six Holland Codes, check the statements that describe you.*

 <p><b>UTAH CAREER FIELD: TECHNICAL</b></p> <p><b>“Holland Code” Realistic American Careers: Doer</b></p> <p><b>Compare yourself with the “Doers.”</b></p>	 <p><b>UTAH CAREER FIELD: SCIENTIFIC</b></p> <p><b>“Holland Code” Investigative American Careers: Thinker</b></p> <p><b>Compare yourself with the “Thinkers.”</b></p>	 <p><b>UTAH CAREER FIELD: ARTS &amp; RECREATION</b></p> <p><b>“Holland Code” Artistic American Careers: Creator</b></p> <p><b>Compare yourself with the “Creators.”</b></p>
<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Practical?</li> <li><input type="checkbox"/> Self-controlled?</li> <li><input type="checkbox"/> Mechanical?</li> <li><input type="checkbox"/> Athletic?</li> <li><input type="checkbox"/> Outdoors-y?</li> <li><input type="checkbox"/> Persistent?</li> </ul> <p>Are you good at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fixing things?</li> <li><input type="checkbox"/> Operating equipment?</li> <li><input type="checkbox"/> Using tools?</li> <li><input type="checkbox"/> Solving practical problems?</li> </ul> <p>Do you like to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with plants?</li> <li><input type="checkbox"/> Take care of animals?</li> <li><input type="checkbox"/> Build things?</li> <li><input type="checkbox"/> Spend time outdoors?</li> <li><input type="checkbox"/> Be physically active?</li> </ul> <p>Do you avoid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Doing paperwork?</li> <li><input type="checkbox"/> Working closely with other people?</li> </ul> <p style="text-align: center;"><b>R =</b></p>	<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Precise?</li> <li><input type="checkbox"/> Self-confident?</li> <li><input type="checkbox"/> Logical?</li> <li><input type="checkbox"/> Independent?</li> <li><input type="checkbox"/> Scholarly?</li> <li><input type="checkbox"/> Observant?</li> </ul> <p>Are you good at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Solving math problems?</li> <li><input type="checkbox"/> Understanding scientific theories?</li> <li><input type="checkbox"/> Using a computer?</li> </ul> <p>Do you like to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with ideas?</li> <li><input type="checkbox"/> Conduct experiments?</li> <li><input type="checkbox"/> Read professional magazines?</li> <li><input type="checkbox"/> Work on your own?</li> </ul> <p>Do you avoid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Intense physical activity?</li> <li><input type="checkbox"/> Taking leadership positions?</li> </ul> <p style="text-align: center;"><b>I =</b></p>	<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Imaginative?</li> <li><input type="checkbox"/> Original?</li> <li><input type="checkbox"/> Emotional?</li> <li><input type="checkbox"/> Expressive?</li> <li><input type="checkbox"/> Idealistic?</li> <li><input type="checkbox"/> A non-conformist?</li> </ul> <p>Are you good at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working with designs and patterns?</li> <li><input type="checkbox"/> Drawing or painting?</li> <li><input type="checkbox"/> Writing stories, poems or music?</li> </ul> <p>Do you like to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work on crafts?</li> <li><input type="checkbox"/> Attend concerts or the theatre?</li> <li><input type="checkbox"/> Dance?</li> <li><input type="checkbox"/> Take photographs?</li> </ul> <p>Do you avoid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Highly structured situations with a lot of rules?</li> <li><input type="checkbox"/> Mechanical problems?</li> </ul> <p style="text-align: center;"><b>A =</b></p>

**NOTE:** The descriptions used on these pages were adapted from the “Overview of Holland’s Vocational Personality Theory,” *O\*Net Interest Profiler User’s Guide*, p.17, and from “What is My Personality Type,” *Delaware Career Compass 2005-2006*, p. 10.



# AKA “Holland Codes”

 <p><b>UTAH CAREER FIELD: SOCIAL-HUMANITARIAN</b> “Holland Code” Social American Careers: Helper</p>	 <p><b>UTAH CAREER FIELD: MARKETING &amp; ADMINISTRATION</b> “Holland Code” Enterprising American Careers: Persuader</p>	 <p><b>UTAH CAREER FIELD: BUSINESS OPERATIONS</b> “Holland Code” Conventional American Careers: Organizer</p>
<p><b>Compare yourself with the “Helpers.”</b></p>	<p><b>Compare yourself with the “Persuaders.”</b></p>	<p><b>Compare yourself with the “Organizers.”</b></p>
<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Kind?</li> <li><input type="checkbox"/> Friendly?</li> <li><input type="checkbox"/> Patient?</li> <li><input type="checkbox"/> Understanding?</li> <li><input type="checkbox"/> Forgiving?</li> <li><input type="checkbox"/> Generous?</li> </ul> <p>Are you good at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assisting other people?</li> <li><input type="checkbox"/> Teaching/training?</li> <li><input type="checkbox"/> Communicating thoughts and ideas?</li> <li><input type="checkbox"/> Planning activities?</li> </ul> <p>Do you like to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work in groups?</li> <li><input type="checkbox"/> Give advice to people?</li> <li><input type="checkbox"/> Do volunteer work?</li> <li><input type="checkbox"/> Participate in meetings?</li> <li><input type="checkbox"/> Provide service to others?</li> </ul> <p>Do you avoid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working with data?</li> <li><input type="checkbox"/> Strenuous exercise?</li> </ul> <p style="text-align: center;"><b>S =</b></p>	<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assertive?</li> <li><input type="checkbox"/> Adventurous?</li> <li><input type="checkbox"/> Ambitious?</li> <li><input type="checkbox"/> Popular?</li> <li><input type="checkbox"/> Extroverted?</li> <li><input type="checkbox"/> Energetic?</li> </ul> <p>Are you good at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leading people?</li> <li><input type="checkbox"/> Convincing others to do things your way?</li> <li><input type="checkbox"/> Selling things?</li> <li><input type="checkbox"/> Making speeches?</li> </ul> <p>Do you like to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start projects and see them through?</li> <li><input type="checkbox"/> Earn recognition?</li> <li><input type="checkbox"/> Be involved in politics?</li> <li><input type="checkbox"/> Take risks for profit?</li> <li><input type="checkbox"/> Have power or status?</li> </ul> <p>Do you avoid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working solo?</li> <li><input type="checkbox"/> Repetitive, routine tasks?</li> </ul> <p style="text-align: center;"><b>E =</b></p>	<p>Would you describe yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Efficient?</li> <li><input type="checkbox"/> Well organized?</li> <li><input type="checkbox"/> Systematic?</li> <li><input type="checkbox"/> Thrifty?</li> <li><input type="checkbox"/> Polite?</li> <li><input type="checkbox"/> Persistent?</li> </ul> <p>Are you good at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attending to detail?</li> <li><input type="checkbox"/> Keeping accurate and up-to-date records?</li> <li><input type="checkbox"/> Working where there are strict standards?</li> <li><input type="checkbox"/> Following procedures?</li> </ul> <p>Do you like to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work where the lines of authority are clear?</li> <li><input type="checkbox"/> Use office equipment?</li> <li><input type="checkbox"/> Work with numbers?</li> <li><input type="checkbox"/> Use computers?</li> </ul> <p>Do you avoid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work where there are a lot of “judgment calls?”</li> <li><input type="checkbox"/> Expressing your personal ideas?</li> </ul> <p style="text-align: center;"><b>C =</b></p>

Now total the number of checks for each code and record in the space by the letter at the bottom of each box. Write the codes associated with your 2-3 top “scores” below. This is your “Holland Code.” Check out the occupations that match your interests by consulting the Career Chart (pp. 38-59).

For a more accurate measure of your career interests, and links to matching programs of study and occupations, take the Interest Profiler in the *Choices Planner*.

*Choices*  
PLANNER

# Get the *Inside Track*

The average high school graduate has hundreds of skills, most of which can be used to perform the work needed to do many different jobs. You use these skills every day to accomplish tasks at school and at home, at yet – somehow – most teens have difficulty listing even five of the skills they demonstrate on a daily basis.

**What skills immediately come to your mind in response to: “What skills do you have to offer?”**

Fortunately, most students have an easier time making a list of all the activities they’ve done in the past 24 hours, and *that* is a great way to start thinking of all the skills and abilities you possess that make it possible to complete those activities. An activity is – at the core – a *demonstration* of your skills!

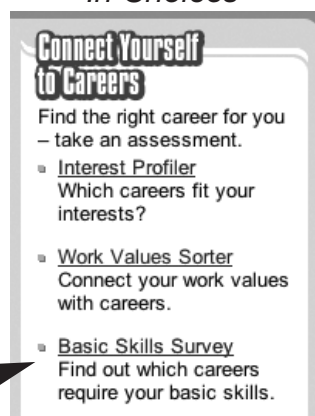
People of all ages seem to have difficulty describing their skills and knowing how their skills could be applied in new situations. Knowing your skill set, how to talk and write about your skills, and how they can transfer from one job, workplace and career to another is important for career success.

**In addition to the “Basic Skills” that you see listed below, you might want to think about your “Transferable Skills.”**

## BASIC SKILLS

*In Choices –*

READING  
WRITING  
MATHEMATICS  
SCIENCE  
LEARNING STRATEGIES  
CRITICAL THINKING  
ACTIVE LEARNING  
MONITORING  
ACTIVE LISTENING  
SPEAKING



If you can name five skills, and describe examples of how you have applied these skills at home, school, or maybe even to paid job assignments, you will rise to the top of potential candidates – guaranteed.

## TRANSFERABLE SKILLS

**LEADERSHIP:** manage, supervise, organize, lead, entertain, train, evaluate, encourage, negotiate, cooperate and solve problems.

**MOTIVATIONAL:** motivate, energize, persuade, inspire, sell, teach, interpret, exchange and influence.

**MANUAL AGILITY:** make, repair, fabricate, process, test, manufacture, assemble and operate various products/machines/tools.

**PHYSICAL:** handle, carry, lift, move, balance, coordinate, support, drive, transport, load, run and play.

**DATA:** collecting, organizing, reviewing and analyzing.

**COMMUNICATION:** following instructions, documenting information, explaining, teaching, recording, answering questions.

### Apply Your Skills!

*Did you notice the letters underlined in the Basic Skills and Transferable Skills lists? Write the letters from both Skills lists on the lines below:*

— — — — —  
— — — — —

*Now – using your Critical Thinking skills - re-arrange the letters below to answer this question:*

*“How do you give yourself the Inside Edge?”*

**K** — — — — —  
— — — — —

# What Work Values *Drive* You?

This activity is to help you think about the things you see as important in accomplishing your schoolwork, and how those same values might translate to a future job. For every statement that is true for YOU, shade a corresponding box to make a bar graph like the example.

Ach			
I like to do homework that is challenging and puts my abilities to work.			
I feel successful whenever I turn in an assignment at school. (true for me)			
It is important to me to achieve good grades. (true for me)			
Ind			
I like to find new ways of doing things.			
I want to decide when and how to do class assignments. (true for me)			
I like to work on my own, at my own pace.			



Ach			
I like to do homework that is challenging and puts my abilities to work.			
I feel successful whenever I turn in an assignment at school.			
It is important to me to achieve good grades.			
Ind			
I like to find new ways of doing things.			
I want to decide when and how to do class assignments.			
I like to work on my own, at my own pace.			
Rec			
I appreciate having teachers compliment my work.			
I look for ways to improve my class ranking.			
I enjoy the respect of my fellow students.			
Rel			
I enjoy working on a team to finish class assignments.			
I like helping classmates with their assignments.			
I like to participate in service projects.			
Sup			
It is really important for teachers to treat students fairly.			
I look to my teachers for help and advice.			
I admire teachers who find ways to encourage every student to do their best.			
WCon			
I know what I like in terms of my physical environment (e.g., outdoors vs. indoors, casual vs. formal).			
I hope to earn higher than average wages when I go to work.			
I hope to be able to decide when and if to quit a job, rather than be laid off or fired.			

**Ach (Achievement)** – You need to feel a sense of accomplishment from your work. It is important for you to be able to see the results of your efforts.

**Ind (Independence)** – You need to be able to make decisions on your own. It is important to you to take the initiative to start and finish work tasks.

**Rec (Recognition)** – You need to have opportunities for advancement. It is important to you to be able to show leadership and have others look up to you.

**Rel (Relationships)** – You need to have friendly co-workers. You like to be of service to others and it is important to you to do work that is consistent with your sense of what is right and wrong.

**Sup (Support)** – You need the support of your managers and other supervisors. It is important to you that you are in an organization that is known to be fair and considerate of employees.

**Wcon (Working Conditions)** – You need to consider pay, job security, and pleasant work surroundings. It is important to you to be in a work environment that supports your work style.

Now take a look at the bar graph you've created. Circle the abbreviations for the values you rated as most important. Descriptions for these values are listed above. In addition, you can confirm your work values profile and check out the occupations that are most likely to support your highest values in the

*Choices*  
PLANNER, on the Web

(accessible via [www.UtahMentor.org](http://www.UtahMentor.org)).

In *Choices*, click the work tab –



– then the Work Values Sorter. Simply follow the directions on the screen to complete the assessment and then to see the careers that match your results!

## Connect Yourself to Careers

Find the right career for you – take an assessment.

- Interest Profiler  
Which careers fit your interests?

- Work Values Sorter**  
Connect your work values with careers.

- Basic Skills Survey  
Find out which careers require your basic skills.



## Education & Work Opportunities

# Beyond High School

You've likely been encouraged again and again to map a course beyond high school that is consistent with your educational and career aspirations. After all, research confirms that:

- 48 of the 50 fastest growing jobs in the U.S. require **some type of education** beyond **high school**.
- People who don't have post-high school training are three times more likely to be **unemployed** than those who do.
- People who have some training after high school make more **money** and have better opportunities for **career advancement** than those who have only a high school diploma.
- Freshmen who don't have a **career goal or academic major** when they enter college are more likely to drop out.

In order to map your unique map to education and career success, it might help to know what options are available. Here's a short description of the various directions you could go. You'll find additional details about popular Utah options on the pages that follow.

In order to find the most suitable option for you, it helps to:

- Identify the **career or field** in which you hope to work.
- Know the **skills** needed to be successful in your chosen field.
- Get as much related experience as possible while you're still in *high school*, by taking advantage of **elective classes, extracurricular activities, volunteer work, job shadowing, student internships and part-time jobs**.
- Keep in mind that it's **better to have a plan that changes** than no plan at all.



### What Are The Options?

- **On-the-job-training.** For some careers, you need formal, on-the-job training. Examples include flight attendant, bank teller or emergency dispatcher.
- **Apprenticeship training.** In an apprenticeship, you work with experienced employees and complete classroom training in a program that can last from one to five years and results in an industry qualification. Apprentices are paid, but at a lower rate than fully qualified workers in that field. Dental laboratory technician, mechanic, heavy equipment operator, carpenter, welder, cabinetmaker and electrician are careers for which workers typically train as registered apprentices.



- **Military training.** The military trains people in 140 occupations, and many of the skills learned in these occupations can be used in civilian jobs. Every recruit signs a legal contract for eight years of duty. Usually, military personnel spend two to six years on active duty and the remaining years in the Reserve forces. Service members receive basic pay, allowances and benefits. They are also eligible for tuition assistance at colleges and universities.

- **Certificate programs.** Many community colleges, technical schools and private career schools offer six-month to one-year programs that lead to certification in a specialized field. Careers that might require a certificate training program include pharmacy technician, dental assistant, paralegal, computer equipment repair, floral design and medical assistant.

- **College degree programs.** Associate degree (2-year) programs, Bachelor degree (4-year) programs, and graduate programs can prepare you for a wide variety of careers such as respiratory therapist and office manager (Associate), teacher and technical writer (Bachelor), or architect and doctor (Graduate).

# *Explore Your Options Through* **Work-Based Learning**

## **Cooperative Work Experiences**

### **Cooperative work experiences are:**

- Paid experiences (students are considered regular employees).
- Linked to a related training course.

During a cooperative work experience, juniors and seniors in high school have a chance to apply their classroom learning to actual career situations. Students receive training in technical and career skills, while earning high school credit for successful cooperative work experiences.

### **To be eligible, you must:**

Be a junior or senior in high school.

- Meet school guidelines for participation.
- Obtain appropriate permission from the school and parent.
- Have a student career goal (SEOP/IEP) and a class related to the work experience.

### **To participate:**

- Provide a résumé to, and interview with the employer.
- Develop learning objectives and complete a training agreement.
- Complete job assignments and meet employer expectations.
- Complete and return required forms.
- Dress appropriately for the work site including all appropriate safety, clothing, equipment, etc.
- Arrive and depart as scheduled.
- Show honesty, punctuality, a cooperative attitude, proper grooming and a willingness to learn.
- Report accidents, injuries or concern to school supervisor, work supervisor and parent.
- Use transportation approved and/or provided by the parent.
- Notify employer of absences in advance.

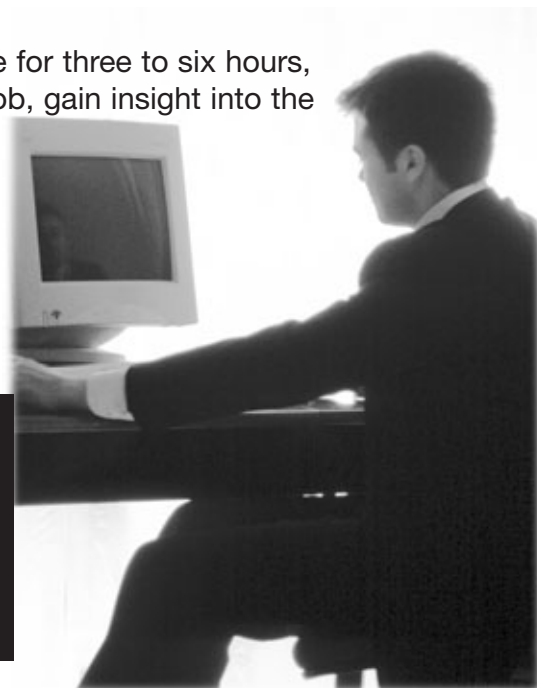
## **Job Shadows**

Job shadows allow you to observe an employee at the work site for three to six hours, allowing you to observe a range of activities performed on the job, gain insight into the skills needed for a particular occupation, and understand the important connections between education and careers

### **To have a successful Job Shadow experience:**

- Dress for Success.
- Have a Positive Attitude.
- Make a Good First Impression.
- Ask Questions.
- Be Appreciative.

- Dress for Success
- Have a Positive Attitude
- Make a Good First Impression
- Ask Questions
- Be Appreciative



# Apprenticeships

## *The “Earn While You Learn” Career Option*

An apprenticeship is one way to prepare for your career. You get hands-on career training as well as learning experience in a classroom. You learn while you work as an employee.

When you complete a registered apprenticeship program, you obtain credentials – specifically a certificate from the U.S. Department of Labor. Credentials provide proof of your work and are accepted by employers nationwide. The classroom instruction may also count towards a college degree.

**To become an apprentice you first fill out an application form and then take any required tests. If you meet all the requirements you will then be interviewed. Most programs require you to be at least 18 years old and have a high school diploma. You may also have to have a doctor’s examination for some programs.**

**Construction and manufacturing apprenticeships are most common, but apprenticeships are available for many occupations. The largest categories include:**

- **Arts**
- **Business**
- **Construction**
- **Installation/Maintenance/Repair**
- **Production**

Classroom instruction is an important part of an apprenticeship. Most apprentices need at least 144 hours of class time per year. The total time it takes to complete an apprenticeship depends on the occupation for which you are training. All apprenticeship programs require at least 2,000 hours (about 1 year) of experience, although most programs require about 8,000 hours (about 4 years).

You will earn minimum wage when starting but will earn more as you advance in your training. Most apprentices receive a raise every few months.

## Student Internships

Have you ever wondered what it would be like to be a web designer, an attorney or landscape architect? By participating in a student internship, you can explore career options in a particular field of work.

### **PUT CLASSROOM THEORY INTO ACTION**

During an internship, you will have the opportunity to apply formal classroom learning to actual career situations. Interns work with an employer for a specified period of time to explore a spectrum of career skills in a single occupation or area of emphasis. Opportunities are provided for you to:

- Identify academic, technical and life skills used on the job
- Define a sequence of classes for further study
- Develop specific skills related to the worksite

### **WHO IS ELIGIBLE?**

- Must be at least 16-years old
- Must be a junior in high school
- Complete related class, connected career goals and SEOP
- Meet school guidelines for participation

### **GET MORE INFORMATION**

Contact your high school work-based learning coordinator, counselor or career center.



# Do You Have What It Takes?

## To Be Self-Employed?

- ☐ I like being in control of my schedule.
- ☐ I work well under pressure.
- ☐ I want opportunities to be creative and to test my ideas.
- ☐ I don't mind not having a steady paycheck.
- ☐ I like variety in my job.
- ☐ I am a self-starter.
- ☐ I can deal effectively with stress.
- ☐ I don't mind working alone.
- ☐ I am a risk-taker.
- ☐ I am a good record keeper.

If you like to leap beyond the usual way of looking at things, to see things in new and different ways, you may be a **non-linear thinker**.



## To Be An Inventor?

- ☐ I have a desire to create something new or make a major improvement on an existing product.
- ☐ I like thinking about possible solutions to problems.
- ☐ I enjoy researching my ideas.
- ☐ I am good at testing out different ideas to make sure they work.
- ☐ I am a patient and persistent person.
- ☐ I can attend to many details all at once.
- ☐ I always document my ideas by keeping a written and illustrated record.
- ☐ I can gauge the practicality of my ideas, asking questions such as, "Can this invention be made at a reasonable cost?" or "Who would buy this invention or find it useful?"

## To Be An Entrepreneur?\*

- ☐ I can get my point across in a conversation.
- ☐ I can put off immediate rewards in favor of achieving bigger rewards later on.
- ☐ I am a persuasive person.
- ☐ I have the money to finance a career change.
- ☐ I am an enthusiastic and energetic person.
- ☐ I know how to network and am comfortable in asking my friends and colleagues for names of new contacts.
- ☐ I am self-confident.
- ☐ I know how to plan ahead.
- ☐ I welcome constructive criticism, but am also good at self-evaluation.
- ☐ I have great communication skills.
- ☐ I have a "can-do" and confident attitude toward new challenges.
- ☐ I know how to step forward and ask for what I need or want.

**\*Entrepreneur – someone who organizes a new business, often using an original idea.**

*Two important requirements for success in starting a business are having enough **money**, and knowing how to **market** your product or service well.*



# Utah Office of Vocational Rehabilitation

***MISSION: To assist eligible individuals with disabilities to prepare for and obtain employment and increase their independence.***

**Vocational Rehabilitation** (VR) services are provided through the Division of Rehabilitation Services (DRS), and the Division of Services for the Blind and Visually Impaired (DSBVI).

The Vocational Rehabilitation (VR) program assists eligible individuals with disabilities to obtain employment.

## **ELIGIBILITY DEPENDS ON:**

**1.** The presence of a **physical or mental impairment** which constitutes a substantial impediment to employment.

**2.** The individual **requires** vocational rehabilitation **services to become gainfully employed.**

Eligible individuals **work in partnership** with their vocational rehabilitation counselors to assess their rehabilitation needs, set vocational goals, and develop an Individualized Plan for Employment (IPE) that outlines the steps and resources for meeting their goals.

**A variety of services** are available to assist individuals according to their personal needs and objectives. Services may include medical services and treatment, personal adjustment training, vocational training, counseling and guidance, assistive technology, job placement, follow-up, and other services needed to enable clients to complete their IPE.

**Support services** are available to vocational rehabilitation consumers and counselors.

*These include:*

### EMPLOYER ASSISTANCE

Technical assistance is available **for employers** statewide providing sensitivity training, information about accommodations, assistive technology and disability management.

### EMPLOYMENT ASSISTANCE

The Division of Rehabilitation Services Employment Specialists provide **services to vocational rehabilitation counselors, employers, and VR consumers.** Services may include:

- labor market information
- job leads
- job seeking/job survival skills

### VOCATIONAL EVALUATION

Services are offered to help individuals identify their vocational interests and abilities as well as providing career information to enable them to make **realistic employment choices.**

### SUPPORTED EMPLOYMENT

Services are provided to individuals with the most significant disabilities to facilitate their **entry into competitive employment.** The VR program provides funding for specialists to locate jobs in competitive employment settings. Long-term support is transferred to other funding sources when the individual has stable employment.

### ASSISTIVE TECHNOLOGY

Services (e.g. special computers or devices) are provided to **individuals who need technology** to achieve their vocational goals. Services include assessment, modification, and the purchase of adaptive devices and equipment.

For more information about the key resources available through USOR, go to [www.usor.utah.gov](http://www.usor.utah.gov)

# Can the Military Accelerate Your Career?

In case you haven't heard, there is still a need for recruits to the military services! Entry level jobs for enlisted personnel (high school graduates) and officers (college graduates) are available in every branch of the military. The services offer a wide variety of careers that utilize the skills and education of a diverse workforce. In general, applicants must be in good physical shape and must have a record of good citizenship. All applicants must complete the Armed Services Vocational Aptitude Battery (ASVAB).

There are excellent educational opportunities in all branches of the military. Members are encouraged to further their education while on active duty, and each branch offers numerous programs to help pay the costs. The Montgomery GI Bill offers veterans of military service a generous financial aid benefit to be used within ten years of discharge. Advancement in the military depends on years of service and performance. In addition to their regular pay, many military workers receive non-taxable allowances for housing, clothing and travel.



*For additional information about military opportunities,  
visit the websites listed on these pages, or contact  
your local recruiting office.*

## The Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is a multiple-aptitude assessment designed to help you understand your strengths, weaknesses, and career interests so that you can explore those opportunities that are the best match. The ASVAB was developed by the U.S. Department of Defense, but taking the test does not automatically qualify nor enlist you in the military. ASVAB results will be of interest to you, even if you have no plans to join the military. Your test profile can help you focus on a more specific career field based on your personal qualifications and interests. You can enter your results directly into the Choices program under the search topic, "Aptitudes," to sort the occupations – both civilian and military – that match your measured abilities. You can even use your ASVAB results to predict how well you will do on the ACT or SAT.

### BRANCHES OF THE MILITARY

<b>Air Force</b>	<b><u><a href="http://www.airforce.com">www.airforce.com</a></u></b>
<b>Army</b>	<b><u><a href="http://www.GOARMY.com">www.GOARMY.com</a></u></b>
<b>Coast Guard</b>	<b><u><a href="http://www.uscg.mil">www.uscg.mil</a></u></b>
<b>Marines</b>	<b><u><a href="http://www.marines.com">www.marines.com</a></u></b>
<b>Navy</b>	<b><u><a href="http://www.navyjobs.com">www.navyjobs.com</a></u></b>

**For information about the ASVAB,  
contact your school counselor, or:**

**Salt Lake City MEPS  
2830 South Redwood Road  
Salt lake City, UT 84119-2375  
Phone: (801) 975-3701  
Fax: (801) 975-3715  
E-mail: [salt-sec@mepcom.army.mil](mailto:salt-sec@mepcom.army.mil)**

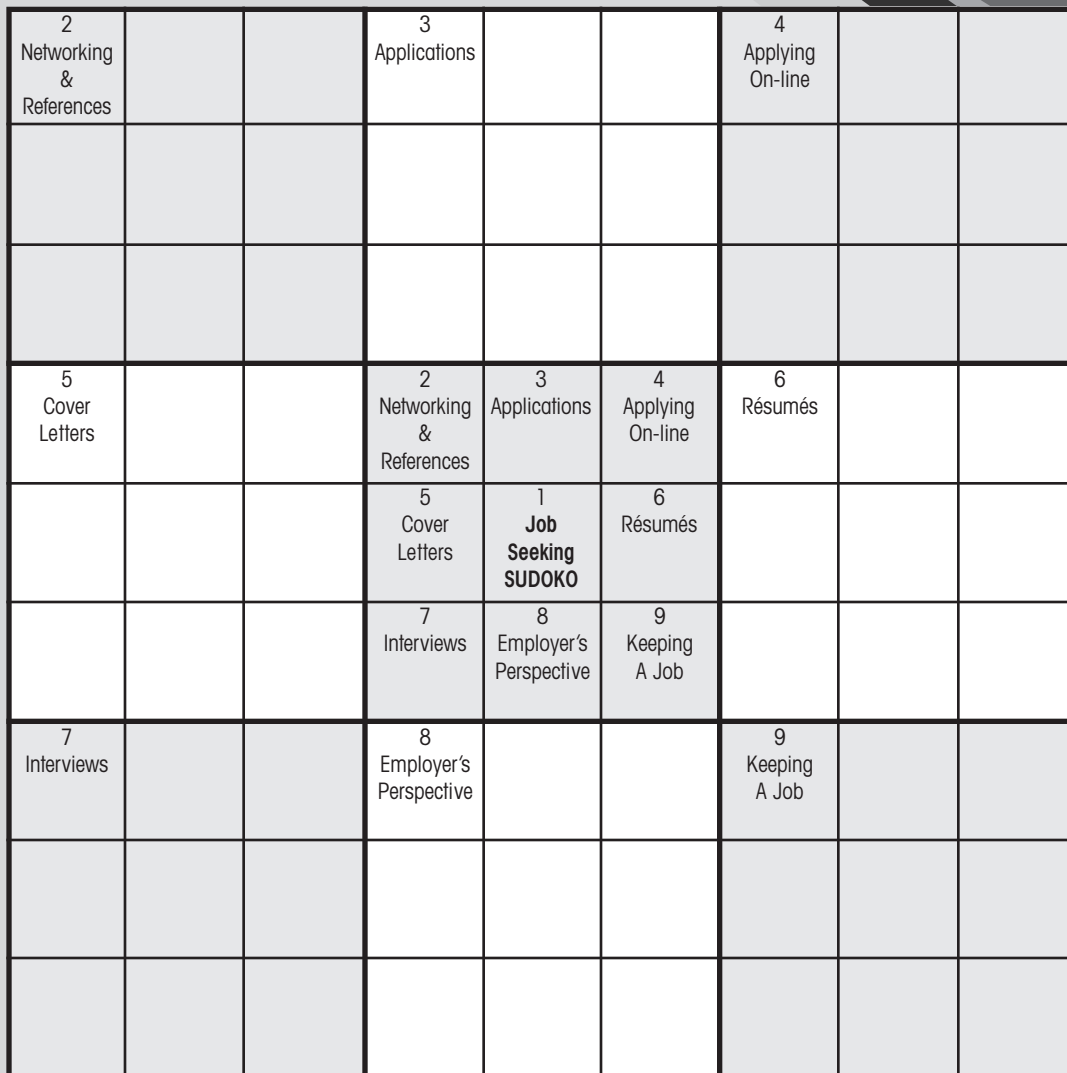




# Job-Seeking Sudoku

*Kristine Dobson*

Complete this puzzle, using the numbered tips for the eight topics listed, as a review of successful job search strategies. The aim of the puzzle is to enter a number from 1 through 9 in each cell of the grid, starting with the numbers already filled in. Each row, column and region must contain only one instance of each number.



2 Networking & References			3 Applications			4 Applying On-line		
5 Cover Letters			2 Networking & References	3 Applications	4 Applying On-line	6 Résumés		
			5 Cover Letters	1 <b>Job Seeking SUDOKO</b>	6 Résumés			
			7 Interviews	8 Employer's Perspective	9 Keeping A Job			
7 Interviews			8 Employer's Perspective			9 Keeping A Job		

# Job-Seeking Sudoku *(Continued)*

1. Most new jobs are found by “word of mouth.”

## **2. NETWORKING & REFERENCES**

3. Tell everyone you know that you are looking for a job.
4. Ask people to let you know if they hear of a job you might be interested in.
5. Let people know what kind of work you want to do.
6. When leaving a job or unpaid work experience, ask for a letter of recommendation.
7. Make sure your references can describe your work skills.
8. Give copies of your résumé to your references and others in your network.
9. Former work supervisors, trusted co-workers, and “friends in high places” make good references.

- 
1. Think of the application as the first sample of your work.
  2. Invest in an erasable-ink pen so you can easily correct errors.

## **3. APPLICATIONS**

4. Be specific about the job you’re applying for.
5. Check your spelling and grammar.
6. Ask a friend to proofread the application before you turn it in.
7. Respond to every item; write in “NA” (not applicable) if it does not apply to you.
8. For salary, use “scale.” This means you expect to be paid what others are paid to do the work.
9. Keep it neat!

1. The same rules apply to online applications as the old paper-based documents.
2. Applying online is not an invitation to use text message or web jargon!
3. Use WORD, WordPerfect or other word-processing program to type your answers.

## **4. APPLYING ONLINE**

5. Copy and paste your answers back into the online application.
6. Take advantage of tools (e.g., spell check) that are available to assure accuracy.
7. Carefully follow the instructions for completing the form.
8. Be sure that you have enough time to complete the application.
9. If you can’t save your work online, answer the items offline and come back later.

1. A cover letter is sent with your résumé.
2. You will need a different cover letter for every job you apply for.
3. A cover letter consists of just three paragraphs.
4. In the first paragraph, introduce yourself and reference the specific position you are applying for.

## **5. COVER LETTERS**

6. In the second paragraph, highlight the skills you have to offer to the organization.
7. Finally, close with a paragraph that describes how you intend to follow-up.
8. Be sure to provide current contact information.
9. For additional help, try the Cover Letter Creator in the *Choices Planner*. [www.utahmentor.org](http://www.utahmentor.org)

# Job-Seeking Sudoku (Continued)

1. Think of your résumé as the best tool you have to advertise yourself to potential employees.
2. Your résumé introduces you before you have a chance to introduce yourself in person.
3. Choose the format that helps to highlight whatever is most important to the targeted employer.
4. Be consistent in your use of typeface, spacing and placement.
5. Check out various formats and use the Résumé Builder available in the *Choices Planner*.

[www.utahmentor.org](http://www.utahmentor.org)

## 6. RÉSUMÉS

7. If you email your résumé, attach it as a separate document.
8. Email your résumé to a friend to check for successful transfer.
9. Use your name as the file name if you are emailing your résumé.

1. Before the interview, do some research on the company to which you're applying.  
Start at <http://jobs.utah.gov/firmfind>
2. Take support documents, such as social security card, certification with you to the interview.
3. Dress a step above what you'd expect to wear on the job.
4. Show up a little early.
5. Prepare answers to commonly asked interview questions.
6. Every answer should communicate your interest in the job, and that you have the skills needed to be successful.

## 7. INTERVIEWS

8. Check out the Job Interview Practice in the *Choices Planner*. [www.utahmentor.org](http://www.utahmentor.org)
9. Follow up with a thank you note – immediately!

1. Workers who show up and work hard.
2. People with good communication skills – speaking, writing and listening.
3. Team players.
4. Workers who can follow directions, and will ask for help, if needed.
5. Workers who are confident about their strengths.
6. Workers who know how to minimize their weaknesses.
7. Problem-solvers.

## 8. EMPLOYER'S PERSPECTIVE

9. People who can adapt as changes occur.

1. Start by learning the names of the people you work with.
2. Get along with co-workers and supervisors.
3. Be open to constructive criticism.
4. Show a willingness to try something new.
5. Share credit for your accomplishments with others.
6. Take responsibility for your mistakes.
7. Maintain or enhance your productivity.
8. If you are fired, learn something from it.

## 9. KEEPING A JOB

2	1	5	3	9	7	4	6	8
4	3	9	6	2	8	5	7	1
6	7	8	4	5	1	2	9	3
5	8	7	2	3	4	6	1	9
9	2	3	5	1	6	8	4	7
1	6	4	7	8	9	3	5	2
7	4	1	8	6	2	9	3	5
8	5	6	9	7	3	1	2	4
3	9	2	1	4	5	7	8	6

SOLUTION TO PUZZLE PAGE 18



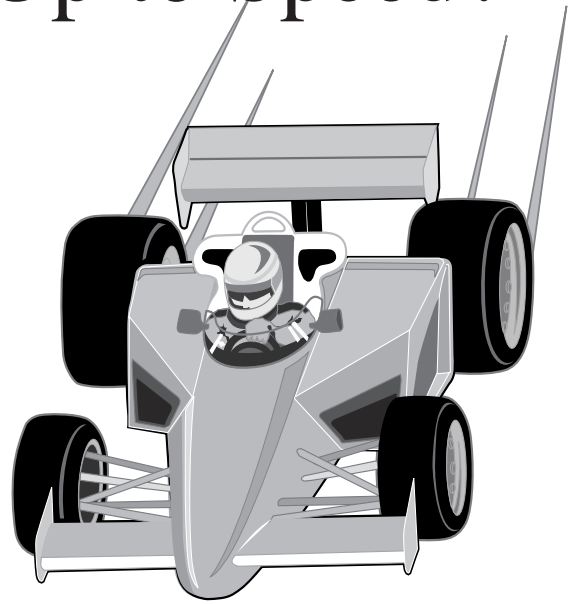
# Is Your Job Search Up to Speed?

Connie Blaine  
Utah Department of Workforce Services

A successful job search requires time and effort. Most people work 40 hours a week. So if you're unemployed, you should plan on devoting that much time to a job search. But first, you need to get organized, and plan how to look for work strategically.

## **First, get organized.**

If you've never been an organized person, now is the time to develop this skill. Establish measurable goals and schedule your days. Plan, then do job-search activities to meet those goals. For example, you could set Monday morning, 8:00-noon for identifying your skills. Then the afternoon could be spent preparing a résumé. Tuesday, you could spend two hours in a library or on the Internet to look up 10 potential employers to contact. Then you might plan to spend the rest of the day and Wednesday actually making contacts. At the end of each day review how you did, and revise your plans as needed. But keep up the pace – challenge yourself.



**Have clear occupational objectives.** No job seeker is really looking for “anything.” Use what you learned from your self-assessment to define your employment goals.

**Next, look at the list of your skills** you've identified and narrow it down to those pertaining to the particular types of job(s) you are seeking.

**Prepare a personal data sheet** with all your employment-related information. This will make employment applications easier to complete.

**Write one or more basic résumés** that you can adapt and customize in order to advertise your skills to each potential employer.

**The Hidden Job Market and Networking:** The vast majority (80 percent or more) of job openings are not advertised! Most employers do not need to advertise; they have enough applicants without it, through “word of mouth,” or networking. Employers prefer to hire on a referral from someone they trust. This is what makes networking so important.

**Direct employer contact** is part of your campaign to sell your qualifications. Make a list of potential employers. As your job search progresses, you will continually change this list. One excellent resource is *FirmFind*, a searchable list of all the companies in Utah. You can search by area or occupation to find employers' names, addresses and phone numbers. Another way is to use your local public library. You can use Chamber of Commerce listings, industry guides, newspapers and the phone book. Now, plan a strategy to approach each potential employer. Develop a short “sound bite” by describing aloud the job you seek, the skills you offer, and why you are the best candidate. When contacting an employer directly, talk to the person who would supervise you in your desired job, even if there are not jobs currently open.

***Planning, persistence and follow-up are the keys to a successful job search!***

# Information for Teen Workers



<b>Adults:</b>	\$5.85 (increases to \$6.55 on 7-25-08, then \$7.25 on 7-24-09)
<b>Minors (under 18):</b>	minimum wage in effect, although employers may pay them \$4.25 for the first 90 days of employment.
<b>Tipped adults and minors:</b>	may be paid \$2.13/hr so long as the tips they earn bring them up to the minimum wage.

*\*For those employees not covered by a Federal Minimum Wage. Certain exemptions from state minimum wage coverage apply.*



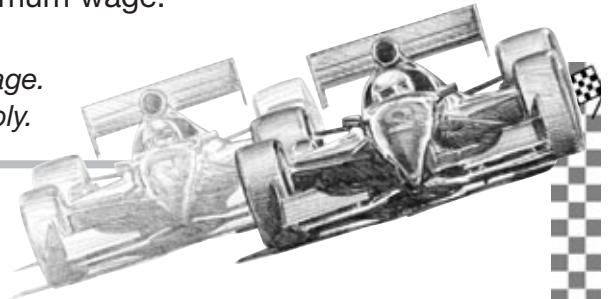
## Under the age of 16 –

- Outside of school hours
- No more than four hours in one school day
- Not before 5:00 a.m. or after 9:30 p.m. (unless the next day is not a school day)
- Not more than 8 hours in a day, not more than 40 hours in any week

## Age 16 and older –

- No restrictions on hours of work

*\*Different rules apply to farms*



## Hazardous Occupations

**There are some specific occupations in which minors (under 18) cannot be employed.\***

1. Operation in or about establishments manufacturing or storing explosives or articles containing explosive components.
2. Motor vehicle drivers and helpers (some exceptions).
3. Coal mining operations.
4. Logging operation of any sawmill, lath mill, shingle mill or cooperage-stock mill.
5. Operation of power-driven woodworking machines.
6. Jobs involving exposure to radioactive substances and to ionizing radiation.
7. Operation of power-driven hoisting apparatus.
8. Operation of power-driven, metal forming, punching and shearing machines.
9. Operation connected with mining other than coal.
10. Meat processing operations.
11. Operation of certain power-driven bakery machines.
12. Operation of certain power-driven paper-products machines.
13. Manufacture of brick, tile and clay products.
14. Operation of circular saws, band saws and guillotine shears.
15. Wrecking, demolition and shipbuilding operations.
16. Roofing operations.
17. Excavation operations.

*\*The Labor Commission may make exceptions when the minor is under careful supervision in connection with the completion of an apprenticeship program, vocational training or rehabilitation program as approved by the Commission.*



## Popular Workplaces for Workers Under Age 16

Non-hazardous occupations in –








- retail stores
- restaurants
- fast food
- service stations
- lawn care
- janitorial



# Moving Out on Your Own...

## Can You Afford It?

Use this worksheet to compare your spending  
(or anticipated spending) to the average household.

Item	Considerations	U. S. Monthly Average*	Your Monthly Average
Food at home 	Will you be feeding more than 2.5 persons in your household? Are you likely to include gourmet foods in your menu, or will you stick to budget foods?	\$274.75	
Food away from home 	Do you like dining out at restaurants? Do you enjoy the convenience of fast food?	\$219.50	
Housing 	Will you live in a small, basic house or are you hoping to build your dream home?	\$1,263.92	
Apparel and services 	What types of clothing will you need and want? Do you think you will go to a hairdresser or access other personal services more often than the average?	\$157.17	
Transportation	This amount needs to include car payments, insurance, fuel, etc. for all the vehicles that will be in your household.	\$695.33	
Health Care 	What health care benefits – if any – will be provided by your employer?	\$222.00	
Entertainment 	Will you be going out more often than the average person? Will you be entertaining business associates or hosting parties?	\$199.00	
Personal Insurance, Pensions	How many people will there be in your household? What types of insurance will you need? What will be adequate to be saving towards retirement?	\$433.67	
Misc. 	Will you be saving something “for a rainy day,” a new car, a special vacation, home improvement projects, etc?		
<b>YOUR TOTAL MONTHLY SPENDING (actual or anticipated):</b>			

\*Based on results of 2005 Consumer Expenditure Survey, U. S. Bureau of Labor Statistics. The average household includes 2.5 persons, 1.3 wage earners, and 1.9 vehicles. Before tax income for an average household was \$58,712.

Multiply your **total monthly spending** by 12 so that you can compare your spending to your anticipated earnings.

\$

Have you reviewed earnings information for your occupation(s) of choice? Will your occupation(s) support your anticipated lifestyle?

### GROSS PAY vs. NET PAY

Remember that the earnings information for occupations is generally expressed as **gross salary**, but when you look at your paycheck stub, you may be in for a rude awakening. Approximately 30% of that gross pay will be deducted. What's left is your **net pay**. For example, if your gross pay is \$1,500.00 monthly, your monthly pay check would be just \$1,050.00.

In addition to actual dollars, you should also consider the benefits paid by an employer. Such things as paid holidays, sick leave, and pension plans can make a big difference in your expenses.

**Deductions from your check will likely include:**

- Federal taxes
- State taxes
- Social Security
- Insurance
- Retirement Plan

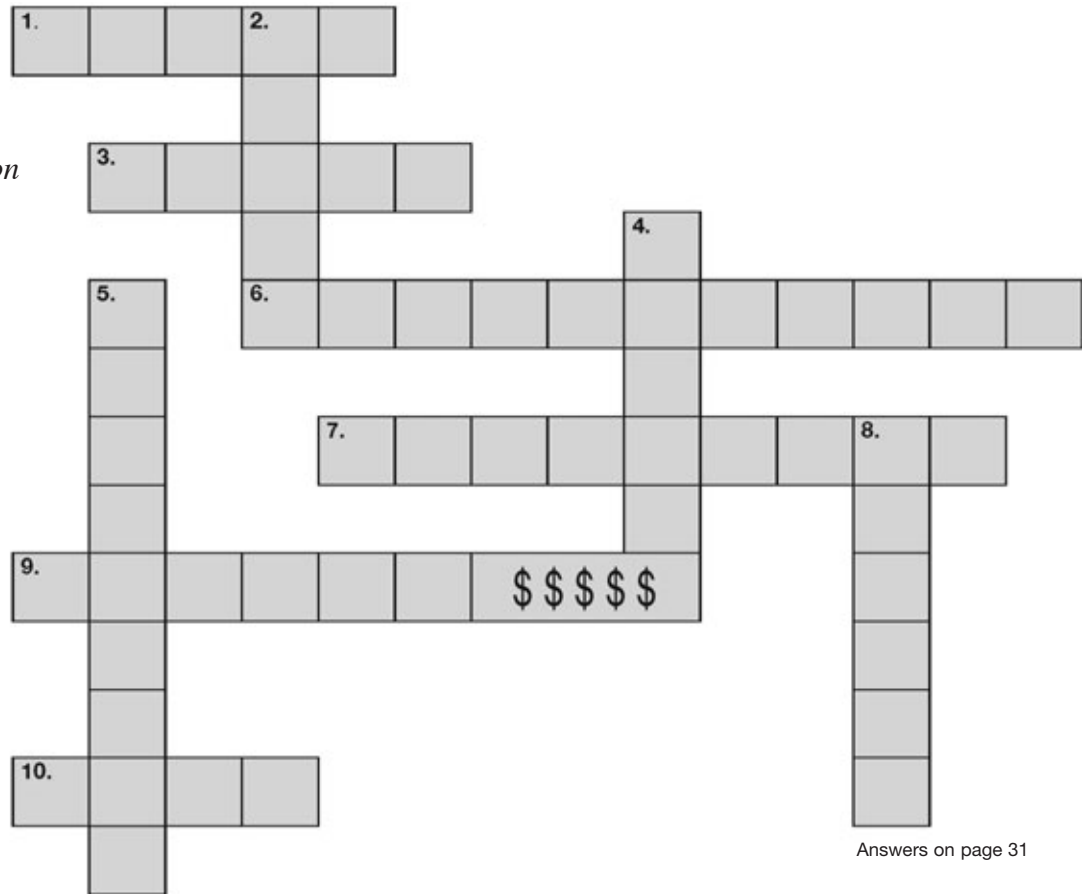




# Get in Gear with Financial Aid

Fill in the blanks, complete the puzzle! Demonstrate your knowledge of the financial aid resources available to you.

Brian McGill  
Utah Higher Education  
Assistance Authority



Answers on page 31

**Financial aid** is the money you receive from a variety of sources to cover the 10 of 5 beyond high school. The good news is that, regardless of income, most people are eligible for some form of financial aid to assist them in earning a college 8.

To 1 for financial aid, a student – with help from parents – will need to create a school budget, complete their income tax forms, fill out and submit the Free Application for Federal Student Aid ( 4 ), get an electronic pin number from the U.S. Department of Education, and check with colleges about their 9 financial aid programs.

## Types of financial aid include:

- 2 - a form of aid that must be repaid with interest, such as the T. H. Bell Teaching Incentive.
- 3 - a need-based aid that does not have to be re-paid, such as the Federal Pell Grant and the Leveraging Educational Assistance Partnership (LEAP) state grant.
- 6 - aid does not have to be re-paid, but generally this is a source reserved for students with special qualifications such as high academic achievement or a talent.
- 7 - provides students with employment opportunities so they can earn at least a portion of the money required to attend school.

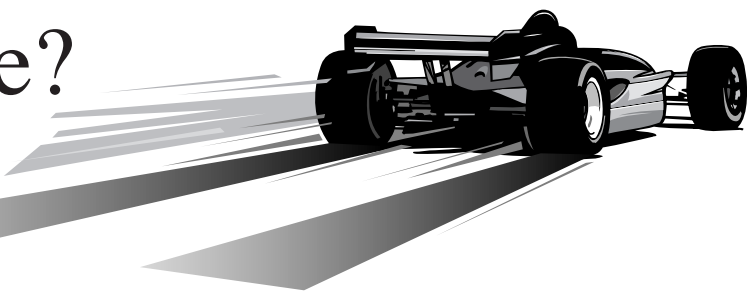
## IMPORTANT NOTES

1. Get an electronic pin if you are going to apply for financial aid. You can use this number to “sign” your application when you apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The PIN may also be used as an electronic signature for student loans. Go to: [www.pin.ed.gov](http://www.pin.ed.gov)

2. Use the Scholarship Search program in UtahMentor.org to find the right scholarships for you. You can go directly to the program at: [www.utahmentor.org/FinAid/Scholarship\\_Search](http://www.utahmentor.org/FinAid/Scholarship_Search)

# Racing to College?

Adapted from *Preparing Your Child For College*, a publication of the US Department of Education



**Postsecondary schools** are located in large cities, in suburbs, and in small towns throughout the country. Some are public institutions and some are private. Some enroll thousands of students, others have just a few hundred. Some have diverse student populations, and some focus attention on specific types of students. The type of institution best suited to you will depend on your needs and preferences. You can start your investigation by considering these basic questions:

- Why do I want to attend a postsecondary school?
- What do I hope to achieve?
- Do I have a specific major in mind?
- Do I prefer a small or a very large school?

Once you have an idea of your needs and preferences, continue your information gathering. Many of the following questions can be answered by accessing the school's web site.

**What kinds of educational programs are offered?** Ask about their best-known or "specialty" programs, types of certifications or degrees available.

**How long does it take to earn a certificate or degree?** Find this out before enrolling in any program. Make sure you know if the timeframe means full-time or part-time attendance.

**What graduate follow-up information is available?**

- Get job placement rates for graduates *by program*. If lots of graduates are working in an area unrelated to their major, that's a problem.
- Are career and placement services available to students?
- If you're looking to transfer from a 2-year college to a 4-year school, ask how this can be accomplished. Ask how many graduates transfer each year.

*Many of these questions can be answered by accessing UtahMentor and Choices:*

***www.utahmentor.org* or *www.careers.utah.gov***

## Quick List of More Factors to Consider

- In-State or Out-of State?
- Public or Private?
- School Size and Class Sizes?
- Student Activities?
- Location (e.g. rural, urban)?
- Drop Out Rate?
- Admissions Requirements?
- School Accreditation?
- Quality of Facilities?
- Atmosphere and Physical Surroundings?
- Housing Options?

Education pays in higher earnings and lower unemployment rates

Unemployment rate in 2006 (Percent)	Education attained	Median weekly earnings in 2006 (Dollars)
1.4	Doctoral degree	\$1,441
1.1	Professional degree	1,474
1.7	Master's degree	1,140
2.3	Bachelor's degree	962
3.0	Associate degree	721
3.9	Some college, no degree	674
4.3	High-school graduate	595
6.8	Less than a high school diploma	419

Note: Data are 2006 annual averages for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: Bureau of Labor Statistics, Current Population Survey.

# Add Some Traction To Your Education With Postsecondary Pathways

There are 62 Career Pathways for which complete programs of study have been defined for high school students (grades 7-12). Students can continue these programs of study beyond high school by taking advantage of *post-secondary programs* of study developed by the college or university they attend. High school programs are closely coordinated with higher education to ease

the transition from high school to college, while minimizing – even eliminating – duplication of courses, and assuring students have the necessary skills to succeed.

The 62 Career Pathways are organized under eight areas of study. Here is a sampling, but you can check out all the details by visiting [www.utahcte.org](http://www.utahcte.org).



Agricultural Systems  
Natural Resources Science



Accounting & Finance  
Business Management



Consumer Economics Services  
Family & Human Services



Biotechnology  
Nursing



Database Development  
& Administration

Digital Media  
(Multimedia)

Programming/  
Software Development



Marketing Entrepreneurship  
Travel & Tourism



Carpentry  
Automotive Service



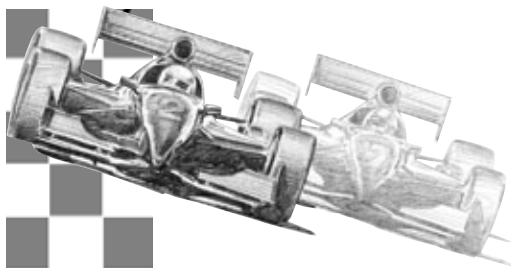
Pre-engineering  
Project Lead the Way



# Utah Mentor's "Facts at a Glance"

Institutions	Fall 2006 Enrollment	Educational Offerings (Certificates & Degrees)	Fall Admission Deadline/App Fee	Scholarship Application Deadline	07-08 Tuition & Fees for 1 year (based on 15 credit hours per semester)	Ave. On-Campus Housing	Average On Campus Meal Plan Cost for 1 year (19 meals/wk)	Financial Aid Priority Deadline
Brigham Young University <a href="http://www.byu.edu">www.byu.edu</a> 801-422-4636	29,000	Bachelor - Doctorate	Priority 12/1 Regular 2/1 \$35	February 1	\$3,840 LDS \$7,680 Non-LDS	\$2,596	\$2,931	None
College of Eastern Utah <a href="http://www.coeu.edu">www.coeu.edu</a> 1-800-336-2381	2,220	Certificate - Associate	Open \$25	March 1	\$2,161 Resident \$7,964 Non-Resident	\$1,686	\$1,788	February 1
Dixie State College of Utah <a href="http://www.dixie.edu">www.dixie.edu</a> 435-652-7500	5,967	Certificate - Bachelor	Open \$35	Ongoing	\$2,728 Resident \$9,447 Non-Resident	\$1,733	\$1,698	March 1
LDS Business College <a href="http://www.lbsbc.edu">www.lbsbc.edu</a> 801-524-8145	1,330	Certificate - Associate	Open \$30	March 1	\$2,600 LDS \$5,200 Non-LDS	\$2,150	\$1,800	March 1
Salt Lake Community College <a href="http://www.slcc.edu">www.slcc.edu</a> 801-957-4111	25,123	Certificate - Associate	Open \$35	March 1	\$2,536 Resident \$7,958 Non-Resident	N/A	N/A	April 1
Snow College <a href="http://www.snow.edu">www.snow.edu</a> 800-848-3399	4,179	Certificate - Associate	Open \$30	February 1	\$2,262 Resident \$7,889 Non-Resident	\$1,600	\$1,600	June 1
Southern Utah University <a href="http://www.suu.edu">www.suu.edu</a> 435-586-7700	7,028	Certificate - Master	August 1 \$40	February 1	\$3,796 Resident \$11,327 Non-Resident	\$2,690	\$3,102	July 1
University of Utah <a href="http://www.utah.edu">www.utah.edu</a> 801-581-7200	30,511	Bachelor - Doctorate	Priority 12/15 Regular 4/1 \$35	February 1	\$4,987 Resident \$15,662 Non-Resident	\$3,312	\$2,888	March 15
Utah College of Applied Technology (UCAT) <a href="http://www.ucats.org">www.ucats.org</a>	58,753 (a)	Certificate - Associate (b)	Varies by program & campus	Varies by program	Utah HS Students \$0.00 (c) Adult Students \$1.30/ hour (d)	N/A	N/A	Varies by program
Utah State University <a href="http://www.usu.edu">www.usu.edu</a> 435-797-1000	23,623	Certificate-Doctorate	April 1	February 1	\$4,199 Resident \$12,224 Non-Resident	\$2,595	\$2,680	March 15
Utah Valley State College <a href="http://www.uvsc.edu">www.uvsc.edu</a> 801-863-800	23,305	Certificate - Bachelor	August 1 \$35	First Priority February 1	\$3,528 Resident \$11,029 Non-Resident	N/A	N/A	May 1
Weber State University <a href="http://www.weber.edu">www.weber.edu</a> 801-626-6000	18,642	Certificate - Master	N/A \$30	February 1	\$3,664 Resident \$11,135 Non-Resident	\$2,547	\$1,350	March 1
Westminster College <a href="http://www.westminstercollege.edu">www.westminstercollege.edu</a> 800-748-4753	2,455	Bachelor - Master	Rolling \$40	Priority 3/1 Exemplary Achievement Award 2/15	\$22,374 Average Fin Aid = \$17,502	\$3,488	\$2,866	April 15

(a) Enrollment figures for UCAT fluctuate due to open-entry/open-exit policies  
 (b) Competency based - allows for progression at own pace  
 (c) Tuition is not charged, but fees may apply  
 (d) Based on full-time enrollment - some programs and training cost more due to industry standards or equipment/material needs



# Utah Public

## COLLEGE OF EASTERN UTAH

451 East 400 North  
Price, UT 84501  
Phone: 435-613-5000  
[www.ceu.edu](http://www.ceu.edu)

The College of Eastern Utah (CEU) is an open access, comprehensive community college with a mission of providing general and liberal education as well as applied technology programs leading to associate of arts, science, or applied science degrees. Certificates are awarded for short-term and applied technology programs.

**Admissions:** Most CEU programs are open admission (Nursing, Cosmetology and Nail Technician require a separate application and admission process). Five simple steps qualify you for admission at CEU: 1. graduate from high school; 2. complete the admission application; 3. pay the application fee; 4. send your high school transcript upon graduation; and 5. take the ACT, COMPASS, or other placement test.



DIXIE STATE  
COLLEGE OF UTAH

## DIXIE STATE COLLEGE

225 S. 700 E  
St George, UT 84770  
Phone: 435-652-7500  
[www.dixie.edu](http://www.dixie.edu)

Dixie State College (DSC) is an open access, comprehensive community college with a mission of providing general and liberal arts education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are also awarded for short-term and applied programs. The upper division consists of selected baccalaureate degrees.

**Admissions:** Dixie welcomes all students with varying levels of academic preparation. To apply for admissions, complete the admissions application, submit an official high school transcript with ACT, SAT, or CPT scores (for placement purposes only), and pay the application fee.



## SALT LAKE COMMUNITY COLLEGE

4600 South Redwood Road  
Salt Lake City, UT 84123  
Phone: 801-957-4111  
[www.slcc.edu](http://www.slcc.edu)

Salt Lake Community College (SLCC) is an urban, multi-campus, open access, comprehensive community college with a mission of providing applied technology education as well as general and liberal education leading to associate of arts, science, or applied science degrees. Certificates are awarded for short-term and applied technology programs.

**Admissions:** SLCC is an "open admission" institution, which means there are no minimum grades and test scores required for admission. Application to SLCC can be done online or in person. For step-by-step admissions instructions check out the information at the SLCC web site.

# Postsecondary Schools



## **SNOW COLLEGE**

150 East College Avenue  
Ephraim, UT 84627  
Phone: 435-283-7000  
[www.snow.edu](http://www.snow.edu)

Snow College is an open access comprehensive community college that offers a broad range of general/liberal education and vocational/technical programs leading to a variety of degrees. Snow is one of the nation's finest transfer institutions with a focus on liberal arts and sciences, and professional/technical education.

**Admissions:** Snow has an open admissions policy, which means anyone can be admitted. Simply take the ACT or SAT, pay the application fee, and submit an admissions application with an official high school transcript. Applications are accepted year round.



## **SOUTHERN UTAH UNIVERSITY**

351 West Center Street  
Cedar City, UT 84720  
Phone: 435-586-7740  
[www.suu.edu](http://www.suu.edu)

Southern Utah University is a four-year comprehensive state university located in Cedar City. SUU has the mission of a regional, comprehensive undergraduate institution with a broad program of liberal and professional education, and is a primary center for service and cultural programs designed to advance the Southern Utah area.

**Admissions:** To be admitted to SUU, complete an admission application, submit the application along with your ACT or SAT scores, a high school transcript, and the application fee.

**UNIVERSITY OF UTAH**  
201 Presidents Circle Room 308  
Salt Lake City, UT 84112  
Phone: 801-585-9244  
[www.utah.edu](http://www.utah.edu)



The University of Utah (U of U) is a major urban state university located in the heart of Salt Lake City. Known for its research facilities along with an array of colleges, the U of U offers a selection of programs and degrees that will appeal to almost every student.

**Admissions:** Students apply for admission by completing and returning the Application for Undergraduate Admission to the Admission Office by the appropriate deadline. The processing fee must be included with the application along with an official high school tran-

script. Applicants are required to submit ACT scores; SAT scores are also accepted, although ACT scores are preferred. An admissions index (ACT score and high school GPA) is used to determine freshman eligibility.



Utah State University (USU) is situated in a vibrant, residential community in northern Utah. Since its founding in 1888, Utah State University has evolved from a small, agricultural college to one that is nationally and internationally recognized for its intellectual and technological leadership in land, water, space, and life enhancement.

**Admissions:** A student may apply for admission by submitting an admissions form with a high school transcript, ACT or SAT scores, and the processing fee. The priority admission deadline for fall semester is April 1. High school graduates with an admissions index of 90, a minimum ACT of 18, and a minimum GPA of 2.5 are automatically accepted. Students with an index below 90 may appeal for provisional admissions. Applicants who do not meet an 18 on ACT are advised to re-take the ACT.

# UTAH VALLEY STATE COLLEGE

800 West University Parkway

Orem, UT 84058

Phone: 801-863-INFO

[www.uvsc.edu](http://www.uvsc.edu)

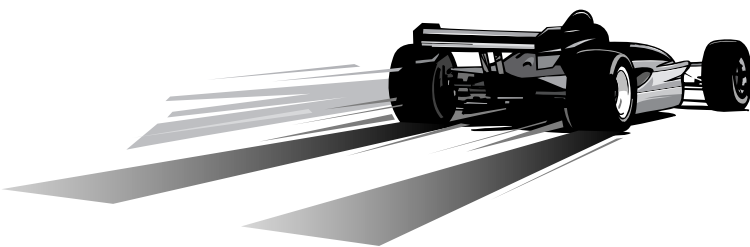


Utah Valley State College (UVSC) consists of two interdependent divisions. The lower division embraces the mission of an open access comprehensive community college that provides general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and

applied technology programs. The upper division consists of programs leading to baccalaureate degrees in areas of high community demand and student interest.

**Admissions:** UVSC has an open-door admissions policy: everyone high school age or older who applies will be admitted. The admission deadlines

are: for fall semester, April 15; and for winter semester, December 20. Enrollment is on a first-come, first-served basis. The four-year programs have limited admission and require separate applications. To apply, complete the admissions application online, mail the application fee, and send high school transcripts. Students must have taken the ACT to register.



Answers to crossword page 24.

[illegible]



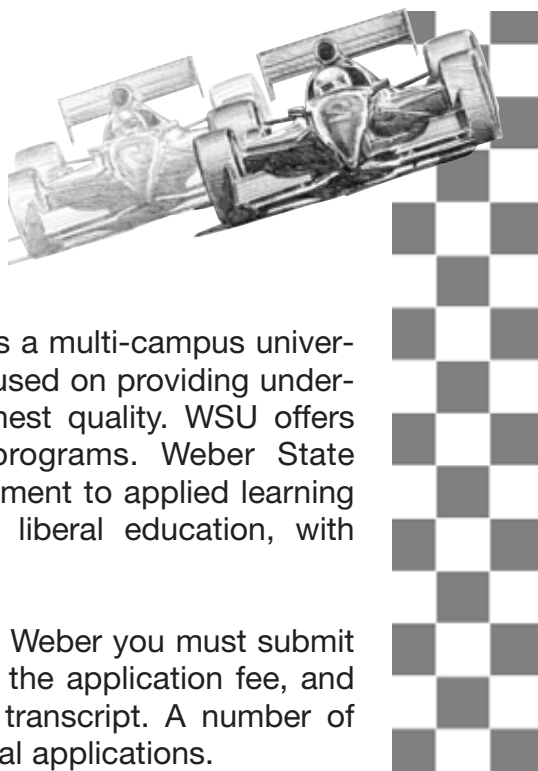
## WEBER STATE UNIVERSITY

### WEBER STATE UNIVERSITY

1103 University Circle  
Ogden, UT 84408  
Phone: 801-626-6000  
[www.weber.edu](http://www.weber.edu)

Weber State University (WSU) is a multi-campus university based in Ogden that is focused on providing undergraduate programs of the highest quality. WSU offers over 260 separate degrees/programs. Weber State University has a strong commitment to applied learning in technical, professional and liberal education, with selected masters programs.

**Admissions:** To be admitted to Weber you must submit an admissions application with the application fee, and submit an official high school transcript. A number of programs at WSU require special applications.



## Best Jobs for Utah's College Grads

These are some of the BEST jobs in Utah that typically require a bachelor's degree, or an advanced degree, and often request related experience as well. Wages in jobs at this level usually are among the highest – once the years of education are finished.

Source: Utah Department of Workforce Services

Code	Title	Inexperienced* Hourly Wage	Experienced* Hourly Wage
11-1011	Chief Executives	N/A	\$68.50
11-3021	Computer and Information Systems Managers	\$26.60	39.70
15-1032	Computer Software Engineers, Systems Software	24.00	34.80
11-9021	Construction Managers	25.00	33.70
11-3031	Financial Managers	23.50	33.70
11-1021	General and Operations Managers	20.40	34.20
23-1011	Lawyers	26.60	45.00
11-2021	Marketing Managers	22.60	35.90
17-2141	Mechanical Engineers	25.50	34.20
29-1051	Pharmacists	37.50	43.00
11-2022	Sales Managers	21.10	35.10

### \*What Do These Wages Mean?

**Inexperienced Hourly Wage:** this wage can be thought of as what workers would make after working at a new job for a number of months. It isn't an entry wage, as people often make less than the inexperienced wage when they first start. Statistically speaking, it reflects the average of the wage estimates of the bottom third of workers in a particular occupation.

**Experienced Hourly Wage:** This wage is an approximation of what people would make in a particular occupation after they have gained additional experience and on-the-job training. Experienced workers can command higher wages because they are often much more productive than less-experienced workers in their field.

# Occupations with the Most Job Openings for College Graduates, Projected for 2004-14\*

(in thousands)

Postsecondary teachers	892
Elementary teachers, Except special education	587
Accountants & Auditors	486
Secondary school teachers, exc sp. & voc.	436
Computer software engineers, applications	268
Middle school teachers, exc. sp. & voc.	225
Physicians & surgeons	212
Lawyers	205
Management analysts	204
Computer software engineers, systems	180
Clergy	139
Pharmacists	101
Child, family, and school social workers	98
Special education teachers (pre-K, K-6)	97
Educational, vocational, and school counselors	94
Mechanical engineers	87
Market research analysts	86
Education administrators, (K-12)	80
Civil engineers	77
Physical therapists	72

\*Source: U.S. Bureau of Labor Statistics

# Utah's College of Applied Technology

[www.ucat.edu](http://www.ucat.edu)

UCAT Administration • Board of Regents Building, The Gateway  
60 South 400 West • Salt Lake City, UT 84101 • Phone: 801-456-7400



In June 2001, a special session of the Legislature passed House Bill 1003, creating the Utah College of Applied Technology (UCAT). UCAT became Utah's tenth and newest institution of higher education. Beginning September 1, 2001, the state's former applied technology centers and service regions were organized as college campuses under the new Utah College of Applied Technology. Each UCAT campus serves a specific region of Utah.

**Admissions:** The admissions requirement for each UCAT campus is generally the same – open to qualified high school students and adults. The open-entry/open-exit format allows students to enroll in any UCAT campus at any time, depending on space availability in the chosen program. Many campuses offer programs that can be completed while a student is enrolled in high school.

## UCAT Campuses:

### Bridgerland Applied Technology College

1301 North 600 West  
Logan, UT 84321  
Phone: 435-753-6780  
Fax: 435-753-3451  
[www.batc.edu](http://www.batc.edu)



### Ogden-Weber Applied Technology College

200 N. Washington Blvd  
Ogden, UT 84404-4089  
Phone: 801- 627-8300  
Fax: 801-392-2140  
[www.owatc.edu](http://www.owatc.edu)



### Davis Applied Technology College

550 East 300 South  
Kaysville, UT 84037  
Phone: 801-593-2500  
Fax: (801) 593-2400  
[www.datc.net](http://www.datc.net)



SALT LAKE - TOOELE  
APPLIED  
TECHNOLOGY  
COLLEGE  
A UCAT CAMPUS

### Salt Lake/Tooele Applied Technology College

1655 East 3300 South  
Salt Lake City, UT 84106-3305  
Phone: 801-493-8700  
Fax: 801-493-8750  
[www.slatac.edu](http://www.slatac.edu)

### Dixie Applied Technology College

46 South 1000 East  
St. George, UT 84770  
Phone: 435-652-7730  
Fax: 435-656-4076  
[www.dixieatc.org](http://www.dixieatc.org)



### Southwest Applied Technology College

510 West 800 South  
Cedar City, UT 84720  
Phone: 435-586-2899  
Fax: 435-586-2873  
[www.swatc.tec.ut.us](http://www.swatc.tec.ut.us)



### Mountainland Applied Technology College

987 S. Geneva Road  
Orem, UT 84058  
Phone: 801-863-6282  
Fax: 801- 863-7531  
[www.mlatc.edu](http://www.mlatc.edu)



### Uintah Basin Applied Technology College

1100 East Lagoon Street (124-5)  
Roosevelt, UT 84066  
Phone: 435-722-4523 • Fax: 435-722-6962  
[www.ubatc.org](http://www.ubatc.org)



# Interested in


Adapted from "Working Abroad: Finding Internships and Entry Level Jobs"

by Jill N. Lacey, Economist

Occupational Outlook Quarterly, Fall 2006

U.S. Department of Labor, Bureau of Labor Statistics

[www.bls.gov/opub.ooq/ooqhome.htm](http://www.bls.gov/opub.ooq/ooqhome.htm)



Working abroad is of interest to many people who are looking to improve their foreign language skills, are interested in enhancing their understanding of other cultures, want to learn to work with employers outside the U. S., and would like to build international professional networks. The international expansion of U. S. firms is increasing their interest in globally minded job candidates.

## Before you pack your bags, you will need:

- Passport
- Identification
- Money
- Immunizations
- Travel Visa

This article describes some of the opportunities available for people interested in having an early career experience abroad, including student internships, short-term work assignments (teaching, agriculture, au pair positions), and volunteer work. Many programs are only open to current or recent graduates, so it's a good idea to start your planning early. Give yourself enough time to thoroughly research the options and to complete the (sometimes lengthy) work visa application process of your host country.

**Keeping an open mind is important, as is learning to adapt to a new culture.**

## Things to Consider

- Professional focus. There are programs that provide insight into what it's like to work in a wide variety of career fields.
- Location of program. Usually people choose locations based on which language they wish to learn, or which countries they would like to visit.
- Degree of cultural immersion. You can work for the U. S. Government in a foreign country and interact almost exclusively with other American workers, or you can work as an au pair and interact almost exclusively with residents of your host country.
- Degree of pre-trip placement. As with the level of cultural immersion, pre-trip support varies. Some programs simply issue work visas and provide very minimal assistance for locating housing and employment. Other programs offer jobs and housing based on your specific needs and interests.
- Duration of program. Programs vary in length, from several weeks to several years.
- Qualifications. Most programs have age or other restrictions. Some may specify prerequisite coursework or professional experience.
- Language. Some programs require a specific level of language proficiency.
- Application. Nearly all programs require formal application, and these may be due months in advance.

# Going Global?

## A Sampling of the Options

- *Study abroad internships.* Available in many academic areas, internships are usually unpaid but offer academic credit and valuable experience.
- *Student work visa programs.* Temporary work visas for U. S. citizens are issued only by a handful of countries, and the duration varies by destination.
- *International Agriculture Internship Program.* This program is for senior-level undergraduates or graduate students in specified fields (e.g., business, economics, science-related) who are interested in completing a summer or semester internship in a U. S. embassy.
- *U.S. Foreign Service specialists.* Specialists include healthcare practitioners and technicians, information technology specialists, and security personnel, among others.
- *Teaching English as a foreign language.* Demand for teachers – at all levels – is strongest in Asia, Latin America, and Eastern Europe, but there are opportunities in almost every country.
- *Agricultural exchange programs.* Available programs include animal, dairy, and crop farming; horticulture; turf management; equine studies; and enology (the study of wine making). Participants usually live with their host families on their farms.
- *Au pair placement programs.* Au pairs live and work in private homes, providing child care and performing basic housekeeping duties.
- *Peace Corps.* This is a volunteer work opportunity. Most volunteers work in the areas of healthcare, education and business and spend two years abroad in a developing country.



## For More Information

Action Without Borders  
360 W. 31st St., Suite 1510  
New York, NY 10001  
212-843-3973  
[www.idealist.org](http://www.idealist.org)

Institute of International Education  
IIE Passport Study Abroad Directories  
1350 Edmont Ave., Suite 1100  
Chester, PA 19013  
1-877-4040-EDU (404-0338)  
[www.iiepassport.org](http://www.iiepassport.org)  
[www.studyabroad.com/internabroad](http://www.studyabroad.com/internabroad)

International Au Pair Association  
Bredgade 25H  
1260 Copenhagen K  
Denmark  
(45) 3317 0066  
[www.iapa.org](http://www.iapa.org)

Foundation for Sustainable Development  
870 Market St., Suite 321  
San Francisco, CA 94102  
415-283-4873  
[www.fsdinternational.org](http://www.fsdinternational.org)

Mobility International USA  
132 East Broadway, Suite 343  
Eugene, OR 97401  
541-343-1284 (Tel/TTY)  
[www.miusa.org](http://www.miusa.org)

Peace Corps  
Paul D. Coverdell Peace Corps Headquarters  
1111 20th St. NW.  
Washington, DC 20526  
1-800-424-8580  
[www.peacecorps.gov](http://www.peacecorps.gov)

Teachers of English to Speakers of Other Languages, Inc.  
700 South Washington St., Suite 200  
Alexandria, VA 22314  
1-888-547-3369  
[www.tesol.org](http://www.tesol.org)



# POLE POSITION

**“Pole Position”** is the slang term for the foremost position on the starting grid, awarded to the fastest qualifier in NASCAR racing. See if you can solve the puzzle to discover another common racing term by referring to information contained in the Career Chart (pp. 38-57).

This is a 5-star occupation in the **Realistic** interest area, described as someone who designs machines, engines, tools, and other mechanical equipment.

\_\_\_\_\_ an \_\_\_\_\_ c \_\_\_\_\_ l \_\_\_\_\_  in \_\_\_\_\_

This **Investigative** occupation has one of the highest average hourly rates of all.

\_\_\_\_\_  \_\_\_\_\_ s

Successful applicants for this **Artistic** occupation usually have experience, plus a Bachelor’s Degree.

\_\_\_\_\_  \_\_\_\_\_ d \_\_\_\_\_ er \_\_\_\_\_ & \_\_\_\_\_ r \_\_\_\_\_ t \_\_\_\_\_ rs

This is a **Social** occupation, with a number of specific types, for which only annual (contract) wage data are available.

\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_ ac \_\_\_\_\_ s

There are a number of specific types of this **Enterprising** occupation, many of which are rated 5-star and require workers to have Related Work Experience.

\_\_\_\_\_ \_\_\_\_\_ er  \_\_\_\_\_ ors & \_\_\_\_\_ na \_\_\_\_\_ rs

Workers can prepare for this 3-star **Conventional** occupation through Short-Term OJT.

\_\_\_\_\_ s

Write the letters from the boxes above:

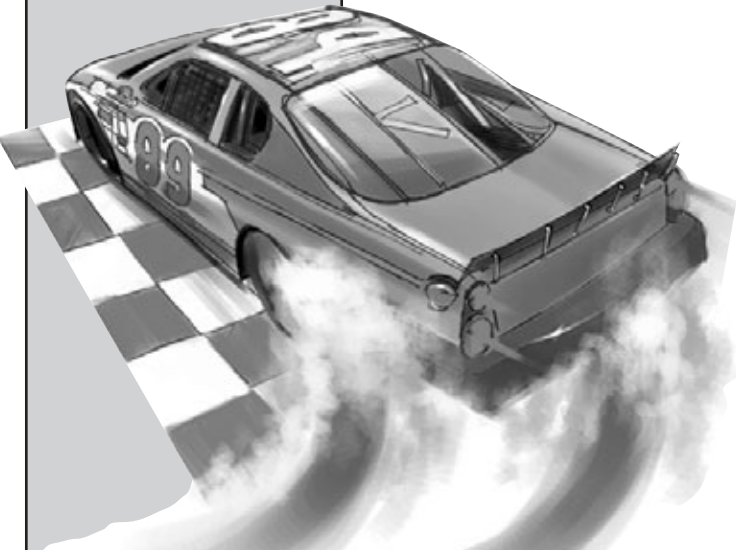
Now unscramble them to find a racing term that refers to the “best route around a racetrack; the most efficient or quickest way around the track for a particular driver.”



Answer:  
GROOVE



# Key to Utah Career Chart

Occupation Title and Description	2004-2014 Rating	Statewide Hourly Wage Entry      Average	Training
<p>This column includes the title and a brief description of duties for each occupation. The actual job tasks in any particular job will depend on your employer, training and experience.</p>	<p>The "star" rating is based on employment outlook and wages. Employment outlook is based 90 percent on the projected number of Utah job openings between 2004 and 2014 and 10 percent on how fast the occupation is expected to grow over that time period. Median annual wages were used to determine the rating.</p> <p>The star ratings are based on rankings within three following training-level groups. 1) Bachelor's Degree or Higher, 2) Associate's Degree or After High School Applied Technology Training, 3) On-the-Job Training. <b>Keep in mind that a "five-star" occupation in the On-the-Job Training group will pay less than a "five-star" occupation requiring a college education.</b></p> <p>★★★★★ <b>Five-star</b> occupations have the strongest employment outlook and high wages.</p> <p>★★★★ <b>Four-star</b> occupations have a good employment outlook and relatively high wages.</p> <p>★★★ <b>Three-star</b> occupations have moderate to strong employment outlook and low to moderate wages.</p> <p>★★ <b>Two-star</b> occupations fall into two categories. Either they have a high wage and limited employment outlook or they have a low wage and strong employment outlook.</p> <p>★ <b>One-star</b> occupations have a limited employment outlook and low wages.</p> <p><b>No Stars</b> Virtually no new employment opportunities and very low wages.</p>	<p>These two columns show current Utah hourly wages from the Occupational Employment Statistics survey conducted by the Utah Department of Workforce Services.</p> <p>Entry wages represent the bottom third of all wages for the occupation. It may also be used as an estimate of what an inexperienced worker may expect to earn when first starting the job.</p> <p>The average wage represents an average of all the wages of workers in this occupation. This is the figure a more experienced worker could expect to earn.</p> 	<p>These are the training/ education requirements that most workers report for entry into the occupation. This information is developed by the U.S. Bureau of Labor Statistics.</p> <p>Long-Term On-the-Job Training jobs generally require more than 12 months on-the-job training combined with some classroom instruction. Include occupations that require apprenticeships.</p> <p>Moderate-Term On-the-Job Training positions typically require one to 12 months training which may include observing experienced workers.</p> <p>Short-Term On-the Job Training occupations require less than one month on-the-job training.</p>



OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
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## Realistic (Doer) Occupations

<b>Aircraft Mechanics and Service Technicians</b> Inspects, tests, repairs, maintains, and services aircraft. Spends an increasing amount of time repairing electronic systems such as computerized controls.	★★★★	\$17.60	\$21.30	After High School Applied Technology
<b>Airline Pilots, Copilots, and Flight Engineers</b> Flies airplanes and helicopters to carry out a wide variety of tasks, such as transporting passengers and cargo, dusting crops, spreading seed for reforestation, testing aircraft, tracking criminals, monitoring traffic, and rescuing and evacuating injured persons. Often relies on computerized controls.	★★★★	NA	NA	Bachelor's Degree
<b>Amusement and Recreation Attendants</b> Performs a variety of attending duties at amusement parks or recreation facilities such as scheduling the use of recreation facilities.	★★	\$5.90	\$7.20	Short-Term OJT
<b>Architectural and Civil Drafters</b> Prepares detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by architect. Often uses computer-aided drafting (CAD) systems to prepare drawings.	★★★★	\$13.80	\$17.90	After High School Applied Technology
<b>Automotive Body and Related Repairers</b> Repairs and customizes automotive bodies and frames. Removes dents, straightens bent frames using a pneumatic frame-straightening machine, and sands and paints repaired surfaces.	★★★★★	\$12.70	\$16.40	Long-Term OJT
<b>Automotive Service Technicians and Mechanics</b> Repairs automobiles, trucks, buses, and other vehicles, according to manufacturers' specifications. May repair any part on the vehicle, or specialize in a particular system such as transmissions, brakes, or coolant systems.	★★★	\$9.60	\$14.90	After High School Applied Technology
<b>Bakers</b> Mixes, forms, and bakes ingredients according to recipes. produces small quantities of breads, pastries, and other baked goods for consumption on the premises or for sale as specialty baked goods.	★★★	\$7.20	\$10.60	Long-Term OJT
<b>Brickmasons and Blockmasons</b> Sets bricks, concrete blocks, masonry panels, and other masonry materials to construct or repair walls, partitions, arches, sewers, and other structures.	★★★★★	\$13.60	\$18.50	Long-Term OJT
<b>Bus and Truck Mechanics and Diesel Engine Specialists</b> Inspects, repairs, and maintains diesel engines used to power machines.	★★★★★	\$13.40	\$18.10	After High School Applied Technology
<b>Bus Drivers, School</b> Drives a bus to transport students between pick-up points and school. Maintains order during trip and adheres to safety rules when loading and unloading students.	★★	\$7.60	\$9.70	Short-Term OJT
<b>Bus Drivers, Transit and Intercity</b> Drives a bus to transport passengers from place to place within a city or town or from city to city.	★★★★	\$9.90	\$14.20	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Realistic (Doer) Occupations (Continued)</b>				
<b>Butchers and Meat Cutters</b> Cuts, trims, and prepares carcasses and consumer-sized portions of meat for sale or for use in food service companies. Follows strict government guidelines for the handling and preparation of meat products.	★★★	\$8.80	\$13.10	Long Term OJT
<b>Cabinetmakers and Bench Carpenters</b> Cuts, shapes, and assembles wooden articles, such as cabinets, high grade furniture, store fixtures, and office equipment. Uses hand tools and power tools. Sets up and operates a variety of machines.	★★★	\$8.90	\$11.00	Long-Term OJT
<b>Carpenters</b> Constructs, erects, installs, and repairs structures or fixtures made of wood, plywood, and wallboard. Uses carpenter's hand tools and power tools.	★★★★★	\$9.90	\$14.00	Long-Term OJT
<b>Cement Masons and Concrete Finishers</b> Mixes, pours, and finishes concrete within fabricated forms for many types of construction projects, according to specifications and drawings. Creates walkways, floors, patios and panels by embedding marble chips or pebbles into the faces of finished concrete.	★★★★★	\$11.00	\$15.30	Moderate OJT
<b>Civil Engineering Technicians</b> Under the direction of engineering staff or physical scientists, applies theories and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities including conducting field surveys, drafting drawings, and reviewing blueprints.	★★★★★	\$14.20	\$17.90	Associate Degree
<b>Civil Engineers</b> Performs engineering duties in planning, designing, and over-seeing the construction and maintenance of structures and facilities such as roads, airports, bridges, dams, pipelines, power plants, and water and sewage systems.	★★★★★	\$22.40	\$30.50	Bachelor's Degree
<b>Cleaners of Vehicles and Equipment</b> Washes or otherwise cleans vehicles, machinery, and other equipment. Uses such materials as water, cleaning agents, brushes, cloths, and other cleaning tools.	★★	\$6.20	\$8.00	Short-Term OJT
<b>Combined Food Preparation and Serving Workers, Including Fast Food</b> Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.	★★	\$5.90	\$7.10	Short-Term OJT
<b>Computer, Automated Teller, and Office Machine Repairers</b> Repairs and services office machines, such as adding, calculating, duplicating, typewriting, and fax machines. Involves the repair of manual, electrical, and electronic office machines. Uses hand tools, power tools, gauges, voltmeters, ohmmeters, circuit test equipment, and soldering or welding equipment.	★★★	\$11.10	\$16.80	After High School Applied Technology
<b>Computer-Controlled Machine Tool Operators</b> Operates computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.	★★★	\$11.30	\$13.80	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Realistic (Doer) Occupations (Continued)</b>				
<b>Construction Laborers</b> Performs tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites.	★★★	\$8.00	\$10.60	Moderate OJT
<b>Cooks, Fast Food</b> Prepares and cooks food in a fast food restaurant with a limited menu. Duties are typically limited to one or two basic items requiring short preparation time and normally involve operating large-volume, single-purpose cooking equipment.	★★	\$5.90	\$6.90	Short-Term OJT
<b>Cooks, Institution and Cafeteria</b> Prepares and cooks meals for institutions such as schools, hospitals, or cafeterias. Usually prepares food in large quantities rather than to individual orders. May cook for employees in office building or other large facility.	★★	\$7.00	\$9.50	Moderate OJT
<b>Cooks, Restaurant</b> Prepares, seasons, and cooks soups, meats, vegetables, desserts and other foodstuffs in restaurants.	★★	\$6.80	\$9.10	Long-Term OJT
<b>Cooks, Short Order</b> Prepares and cooks to order a variety of foods that require only a short preparation time.	★★	\$7.40	\$8.80	Short-Term OJT
<b>Correctional Officers and Jailers</b> Guards and monitors inmates in a correctional facility in accordance with established regulations and procedures.	★★★★★	\$12.80	\$15.80	Moderate OJT
<b>Counter Attendants, Cafeteria, Food Concession, and Coffee Shop</b> Performs duties in eating establishments to keep dining areas clean and orderly and to assist other restaurant staff in the service of patrons.	★★	\$5.90	\$7.20	Short-Term OJT
<b>Couriers and Messengers</b> Receives and delivers messages, documents, packages, and other items. May deliver between offices or departments within an establishment, to other establishments, or to private homes.	★★★	\$7.70	\$9.90	Short-Term OJT
<b>Dishwashers</b> Maintains and cleans kitchen work areas, equipment, and utensils. Assists the chef, cook, or other staff as needed. Washes and sanitizes dishes, pots, pans, and utensils.	★★	\$5.90	\$7.10	Short-Term OJT
<b>Drywall and Ceiling Tile Installers</b> Applies plaster board, gypsum board, or other wallboard to interior walls and ceilings of buildings.	★★★★★	\$7.00	\$13.80	Moderate OJT
<b>Electrical and Electronic Engineering Technicians</b> Lays out, builds, tests, and modifies electronic components, equipment, and systems such as computers, test equipment, and machine tool numerical controls, using principles of electronics, electrical circuitry, engineering, mathematics, and physics.	★★★★★	\$15.00	\$23.10	Associate Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Realistic (Doer) Occupations (Continued)</b>				
<b>Electrical and Electronics Repairers, Commercial and Industrial Equipment</b> Installs, maintains, and repairs electronic equipment, such as industrial controls, telemetering and missile control systems, radar systems, transmitters, and antennae. Uses hand tools, meters, and electronic testing instruments.	★★★★	\$17.80	\$23.20	After High School Applied Technology
<b>Electrical and Electronic Equipment Assemblers</b> Assembles and modifies electrical or electronic equipment such as control systems, radio equipment, test instruments, computers, numerical control machine tools, radar, telemetering systems, and appliances.	★★★	\$7.80	\$10.00	Short-Term OJT
<b>Electronic Home Entertainment Equipment Installers and Repairers</b> Adjusts and repairs radio and television receivers, stereo systems, tape recorders, video systems, and other electronic home entertainment equipment.	★★★★	\$12.10	\$15.20	After High School Applied Technology
<b>Farmworkers and Laborers, Crop, Nursery, and Greenhouse</b> Performs general farm labor duties as directed by farmers, farm managers, or supervisors such as operating tractors to plow and plant crops and feeding and caring for livestock.	★★	\$6.90	\$8.20	Short-Term OJT
<b>Food Preparation Workers</b> Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.	★★	\$5.90	\$7.30	Short-Term OJT
<b>Forest and Conservation Technicians</b> Compiles data pertaining to size, content, condition, and other characteristics of forest tracts.	★	\$9.60	\$11.90	Associate Degree
<b>Fire Fighters</b> Responds to fire alarms and other emergency calls to control and extinguish fires, protect life and property, and conduct rescue efforts.	★★★★	\$8.00	\$12.40	Long-Term OJT
<b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b> Installs, services, and repairs heating and air conditioning systems in homes and commercial buildings.	★★★★★	\$11.70	\$17.30	Long-Term OJT
<b>Home Health Aides</b> Attends to the personal health needs of elderly, convalescent, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse.	★★	\$7.10	\$8.70	Short-Term OJT
<b>Industrial Machinery Mechanics</b> Diagnoses problems in production machinery and equipment. Repairs and maintains machinery and equipment.	★★★★★	\$14.20	\$19.70	Long-Term OJT
<b>Industrial Truck and Tractor Operators</b> Operates gasoline or electric-powered industrial trucks and tractors equipped with a fork lift, elevated platform, or trailer hitch. Moves materials around a warehouse, storage yard, factory, construction site, or similar location.	★★★★	\$9.80	\$12.70	Short-Term OJT



OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
<b>Realistic (Doer) Occupations (Continued)</b>				
<b>Janitors and Cleaners</b> Keeps buildings in a clean and orderly condition. Performs heavy cleaning duties such as operating motor-driven cleaning equipment, buffing floors, washing walls, and removing rubbish.	★★	\$6.80	\$8.50	Short-Term OJT
<b>Laborers and Freight, Stock, and Material Movers, Hand</b> Loads, unloads, and moves freight materials at a plant, yard, or other work site. Transports freight by hand or using dollies, hand trucks, or wheelbarrows.	★★★	\$7.50	\$9.90	Short-Term OJT
<b>Landscaping and Groundskeeping Workers</b> Landscapes and maintains gardens, lawns, and grounds of public or private property including tasks such as seeding and fertilizing lawns cleaning flower beds, and watering lawns, trees, and plants.	★★	\$7.00	\$9.30	Short-Term OJT
<b>Laundry and Dry-Cleaning Workers</b> Operates and tends washing or dry-cleaning machines to clean commercial, industrial, or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, and rugs.	★★	\$6.90	\$8.30	Moderate OJT
<b>Locomotive Engineers</b> Drives electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers and freight. Interprets train orders, block or semaphore signals, and railroad rules and regulations.	★★	\$22.70	\$32.60	Related Work Experience
<b>Machinists</b> Sets up and operates machine tools and uses shop drawings to make or repair metal parts for cars, machines, and other equipment.	★★★★★	\$11.90	\$17.20	Long-Term OJT
<b>Maids and Housekeeping Cleaners</b> Performs tasks to keep private households or commercial establishments such as hotels, restaurants, and hospitals, in a clean and orderly condition.	★★	\$6.30	\$7.80	Short-Term OJT
<b>Maintenance and Repair Workers, General</b> Keeps machines, mechanical equipment, or structures of an establishment in good repair. Duties may involve pipefitting, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work.	★★★★★	\$9.80	\$14.60	Moderate OJT
<b>Maintenance Workers, Machinery</b> Performs basic maintenance activities such as cleaning, adjusting, and lubricating to keep equipment and machinery in good working order.	★★★★	\$10.80	\$16.30	Short-Term OJT
<b>Mechanical Drafters</b> Prepares detailed working diagrams of machinery and mechanical devices, including dimensions, assembly instructions, fastening methods, and other engineering information. Often uses computer-aided drafting (CAD) systems to prepare drawings.	★★★	\$12.20	\$17.00	After High School Applied Technology
<b>Mechanical Engineers</b> Performs engineering duties to plan and design machines, engines, tools, and other mechanical equipment.	★★★★★	\$25.50	\$34.20	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Realistic (Doer) Occupations (Continued)</b>				
<b>Mechanical Engineering Technicians</b> Applies theories and principles of mechanical engineering to develop and test machinery and equipment under the direction of engineering staff or physical scientists. Often uses computers and complex instruments.	★★★★	\$13.40	\$19.50	Associate Degree
<b>Medical and Clinical Laboratory Technicians</b> Performs routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	★★	\$9.50	\$12.10	Associate Degree
<b>Medical Appliance Technicians</b> Constructs, fitss, maintains, or repairs medical supportive devices, such as braces, artificial limbs, joints, and other surgical and medical appliances.	★★★	NA	NA	Long-Term OJT
<b>Mobile Heavy Equipment Mechanics, Except Engines</b> Repairs and services mechanical, hydraulic, and pneumatic components of mobile heavy equipment such as bulldozers, graders, cranes, and conveyors used in construction, logging, and surface mining.	★★★★	\$13.20	\$19.40	After High School Applied Technology
<b>Operating Engineers and Other Construction Equipment Operators</b> Operates several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders.	★★★★★	\$13.00	\$16.20	Moderate OJT
<b>Packaging and Filling Machine Operators and Tenders</b> Tends and operates machines that package products. Operates machines such as filling machines, casing-running machines, baling machines, wrapping machines, and stuffing machines to prepare industrial or consumer products for storage or shipment.	★★★	\$7.90	\$10.60	Short-Term OJT
<b>Packers and Packers, Hand</b> Packs or packages a wide variety of products and materials by hand. May use hand tools or packaging equipment.	★★	\$5.90	\$7.10	Short-Term OJT
<b>Painters, Construction and Maintenance</b> Paints walls, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns.	★★★★	\$9.90	\$13.70	Moderate OJT
<b>Plasterers and Stucco Masons</b> Applies coats of plaster onto interior or exterior walls, ceilings, or partitions of buildings to produce finished surface according to blueprints, architect's drawings, or oral instructions.	★★★★★	\$9.40	\$12.10	Long-Term OJT
<b>Plumbers</b> Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.	★★★★★	\$14.50	\$20.40	Long-Term OJT
<b>Prepress Technicians and Workers</b> Sets up and prepare material for printing presses.	★★★	\$9.60	\$13.60	Long-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Realistic (Doer) Occupations (Continued)</b>				
<b>Printing Machine Operators</b> Operates and tends manually controlled or automatic printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.	★★★	\$8.30	\$10.80	Moderate OJT
<b>Radiologic Technologists and Technicians</b> Takes X-rays and CAT scans of all parts of the human body. May operate computerized tomography scanners to produce cross sectional views of patients.	★★★★★	\$15.40	\$20.40	Associate Degree
<b>Roofers</b> Covers roofs of structures with shingles, slate, aluminum, wood, or related materials, using hammers, knives, punches, and other tools. Sprays roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	★★★★★	\$10.50	\$14.00	Moderate OJT
<b>Roustabouts, Oil and Gas</b> Assembles, erects, repairs oil field equipment using hand/power tools.	★★★	\$11.40	\$12.60	Moderate OJT
<b>Sewing Machine Operators</b> Operates and tends sewing machines to join, reinforce, or decorate garments or garment parts. May perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.	★	\$6.70	\$8.50	Moderate OJT
<b>Sheet Metal Workers</b> Fabricates, assembles, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Sets up and operates machines to cut, bend, and straighten sheet metal. Operates welding equipment to join sheet metal parts. Works from blueprints, sketches, and product specifications.	★★★★★	\$12.50	\$19.60	Moderate OJT
<b>Structural Iron and Steel Workers</b> Fabricates, assembles, and installs steel frames to give support to buildings, bridges, dams, highways, and other structures. Uses blue prints, power tools, hoisting equipment, and a variety of hand tools.	★★★★	\$9.90	\$16.40	Long-Term OJT
<b>Structural Metal Fabricators and Fitters</b> Fabricates and assembles structural metal products, such as frame-works or shells for machinery, tanks, and stacks, and structural metal parts for buildings and bridges, according to job orders or blueprints.	★★★★	\$11.00	\$14.40	Moderate OJT
<b>Surgical Technologists</b> Performs a variety of tasks in operating room - before, during, and after an operation - such as preparing patients for surgery and placing supplies and equipment in the operating room to assist the surgeon and other medical staff with surgery.	★★★	\$11.40	\$14.20	After High School Applied Technology
<b>Team Assemblers</b> Works as part of a team having responsibility for assembling an entire product or component of a product.	★★★	\$8.20	\$10.40	Moderate OJT
<b>Telecommunications Equipment Installers and Repairers</b> Installs and repairs telephone station equipment such as telephone lines, coin/pay telephones, telephone booths, and switching-key equipment. May also install communication equipment, such as intercom systems and related apparatus, using schematic diagrams, testing devices, and hand tools.	★★★★	\$19.40	\$23.20	Long-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
Realistic (Doer) Occupations (Continued)				
<b>Telecommunications Line Installers and Repairers</b> Installs, repairs, maintains telephone and television cable and other equipment for transmitting messages or TV programming.	★★★★	\$11.70	\$16.80	Long-Term OJT
<b>Truck Drivers, Heavy and Tractor-Trailer</b> Drives trucks that carry materials weighing 3 tons or more to transport and deliver freight, building materials, farm supplies, or other heavy cargo.	★★★★★	\$13.00	\$16.60	Moderate OJT
<b>Truck Drivers, Light or Delivery Services</b> Drives a truck, van, or other vehicle with a capacity under 3 tons to transport materials, products, or people.	★★★	\$8.30	\$11.20	Short-Term OJT
<b>Water and Liquid Waste Treatment Plant and System Operators</b> Operates and controls treatment equipment to clean, purify, and neutralize water for human consumption. Operates and controls equipment to remove harmful domestic and industrial pollutants from wastewater in sewage treatment plants.	★★★★	\$13.50	\$18.50	Long-Term OJT
<b>Welders, Cutters, Solderers, and Brazers</b> Uses hand welding equipment to weld together, solder or repair metal components and parts.	★★★★	\$18.30	\$24.10	Long-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Investigative (Thinker) Occupations</b>				
<b>Chemists</b> Conducts chemical analyses and and studies the effects of experiments in laboratories to expand knowledge of chemical processes, develop new products, improve existing products, or to establish quality or process control.	★★★★	\$17.90	\$24.40	Bachelor's Degree
<b>Clinical, Counseling, and School Psychologists</b> Diagnoses and evaluates mental and emotional disorders of individuals through observation, interview, and psychological tests. Formulates and administers programs of treatment.	★★	\$16.10	\$25.30	Doctor's Degree
<b>Computer Hardware Engineers</b> Analyzes data processing needs of clients to plan electronic data processing system. Plans the layout and installation of new systems, or modification of existing systems.	★★★★★	NA	\$40.59 (National)	Bachelor's Degree
<b>Computer Programmers</b> Develops and writes computer programs to store, locate, and retrieve information by using work flow charts and converting raw data into coded computer language.	★★★★	\$16.60	\$27.00	Bachelor's Degree
<b>Computer Software Engineers, Applications</b> Develops, creates, and modifies general computer applications software or specialized utility programs.	★★★★★	\$20.80	\$32.20	Bachelor's Degree
<b>Computer Software Engineers, Systems Software</b> Researches, designs, develops, and tests operating systems-level software, compilers, and network distribution software.	★★★★★	\$24.00	\$34.80	Bachelor's Degree



OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
<b>Investigative (Thinker) Occupations (Continued)</b>			
<b>Computer Support Specialists</b> Provides technical assistance and training to computer system users and investigates and resolves computer software and hardware problems.	★★★★	\$11.50    \$16.80	Associate Degree
<b>Computer Systems Analysts</b> Analyzes business, scientific, or technical problems. Develops procedures and coordinates the installation of appropriate computer programs and operating systems.	★★★★★	\$21.80    \$30.60	Bachelor's Degree
<b>Dentists</b> Diagnoses and treats problems of the teeth and tissue of the mouth using dental instruments, x-ray, and other diagnostic equipment.	★★★★★	\$33.00    \$65.30	First Professional Degree
<b>Electrical Engineers</b> Designs, develops, tests, or supervises the manufacturing and installation of electrical equipment, components, or systems for commercial, residential, industrial, or scientific use.	★★★★★	\$25.60    \$36.80	Bachelor's Degree
<b>Electronics Engineers, Except Computer</b> Researches, designs, develops, and tests electronic components and systems for commercial, industrial, or scientific use, using computers and knowledge of electronic theory and materials properties.	★★★★★	\$27.50    \$36.00	Bachelor's Degree
<b>Environmental Scientists and Specialists, Including Health</b> Conducts research to develop methods of eliminating or controlling sources of environmental pollutants, utilizing knowledge of various scientific disciplines.	★★★★	\$19.50    \$28.40	Master's Degree
<b>Family and General Practitioners</b> Diagnoses illnesses, and prescribes and administers treatment for people suffering from injury or disease, examining and conducting tests on patients to gather information on their medical condition.	★★★★	\$44.40    NA	First Professional Degree
<b>Financial Analysts</b> Conducts statistical analyses of information affecting investment programs of public or private institutions and individuals.	★★★★	\$18.50    \$26.00	Bachelor's Degree
<b>Industrial Engineering Technicians</b> Records and analyzes time, motion, method, and speed involved in the performance of production, maintenance, and other worker operations to establish standard production rates or improving efficiency.	★★★★	\$15.40    \$22.40	Associate Degree
<b>Market Research Analysts</b> Researches market conditions in local, regional, or national areas to determine potential sales of a product or service and may use survey results to create a marketing campaign based on regional preferences and buying habits.	★★★	\$14.10    \$21.60	Bachelor's Degree
<b>Medical and Clinical Laboratory Technologists</b> Performs complex medical laboratory tests for diagnosis, treatment, and prevention of disease.	★★★	\$17.10    \$22.60	Bachelor's Degree
<b>Network and Computer Systems Administrators</b> Installs, configures, and supports an organization's network, and Internet system or a segment of a network system.	★★★★★	\$16.60    \$25.00	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
Investigative (Thinker) Occupations (Continued)				
<b>Network Systems and Data Communications Analysts</b> Researches, tests, evaluates, and recommends data communications hardware and software.	★★★★	\$18.30	\$26.20	Bachelor's Degree
<b>Operations Research Analysts</b> Analyzes management and operational problems within an organization. Prepares mathematical or simulation models to demonstrate possible solutions.	★★★	\$16.80	\$24.70	Master's Degree
<b>Pharmacists</b> Prepares and dispenses medications, following prescriptions issued by physicians, dentists, or other authorized medical practitioners and answers questions and provides information to pharmacy customers.	★★★★★	\$37.50	\$43.00	First Professional Degree
<b>Veterinarians</b> Examines, diagnoses, and treats medical problems in animals. May work with pets and/or livestock, or with laboratory animals used for research.	★★	\$25.00	\$36.30	First Professional Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING	
<b>Artistic (Creator) Occupations</b>				
<b>Actors</b> Performs dramatic roles, action roles, comedy routines, or tricks of illusion to entertain audiences on stage, television, or motion pictures.	★★	\$10.50	\$65.00	Long-Term OJT
<b>Advertising and Promotions Managers</b> Plans and directs advertising and policies and programs to create or promote interest in a product or service.	★★★★	\$15.80	\$25.40	Experience plus Bachelor's Degree
<b>Architects, Except Landscape and Naval</b> Plans and designs structures for residential, commercial, and industrial property owners. Often uses computer-aided design and drafting (CADD) systems.	★★★★	\$19.60	\$27.60	Bachelor's Degree
<b>Fine Artists, Including Painters, Sculptors, and Illustrators</b> Creates original works of art, or produces artwork according to instructions, using such mediums and paint and canvas, wood, metal, clay, ceramics, or other materials.	★★	\$11.00	\$21.40	Long-Term OJT
<b>Floral Designers</b> Designs and fashions live, cut, dried, or artificial floral arrangements for individuals or for events such as weddings, banquets, and funerals.	★★	\$7.00	\$8.50	Moderate OJT
<b>Graphic Designers</b> Designs art and copy layouts for material to be presented by magazines, newspapers, television, and packaging. Uses computer software to design new images or to modify existing ones.	★★	\$11.30	\$16.10	Bachelor's Degree
<b>Interior Designers</b> Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings.	★★★	\$13.30	\$17.10	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
<b>Artistic (Creator) Occupations (Continued)</b>				
<b>Librarians</b> Provides library services by selecting, acquiring, processing, and organizing library materials such as books, publications, documents, audiovisual aids, and other reference materials for patron use. Assists patrons in the use of library resources.	★★★	\$13.30	\$19.90	Master's Degree
<b>Models</b> Poses for pictures taken by photographers or as subject for paintings or sculptures. Models garments for prospective customers.		NA	NA	Moderate OJT
<b>Multi-Media Artists and Animators</b> Creates graphics for television and computer-generated media. Produces still and animated graphics for on-air and taped portions of television broadcasts, using electronic video equipment. Uses computer software to design new images or to modify existing ones.	★★★	\$13.30	\$22.40	Bachelor's Degree
<b>Photographers</b> Photographs subjects or events using a variety of cameras that can accept lenses for close-up, medium-range, or distance photography. Often uses computers to scan a picture to digital form and to manipulate it to create a desired effect.	★★★	\$8.00	\$13.70	Long-Term OJT
<b>Producers and Directors</b> Producer selects plays or scripts, arranges financing, and decides on the size of the production and its budget. Director interprets scripts, auditions and selects cast members, conducts rehearsals, and directs the work of the cast and crew.	★★★	\$14.40	\$22.20	Experience plus Bachelor's Degree
<b>Writers and Authors</b> Creates original written works for publication or performance. May write as private author, or for clients such as publishers, motion picture studios, television networks, radio stations, magazines and trade journals, newspapers, and advertisements.	★★★	\$13.60	\$21.70	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
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## Social (Helper) Occupations

<b>Child Care Workers</b> Monitors and cares for children in schools, businesses, or institutions. Performs a variety of tasks such as dressing, feeding, bathing, and overseeing play.	★★	\$6.20	\$7.60	Short-Term OJT
<b>Child, Family, and School Social Workers</b> Provides social services and assistance to improve the social and psychological functioning of children and their families.	★★	\$11.10	\$15.40	Bachelor's Degree
<b>Dental Assistants</b> Assists dentists by performing support duties for the treatment of patients during dental procedures such as sterilizing instruments, setting up instrument trays, and recording treatment information in patient records.	★★★★	\$9.40	\$12.20	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b><i>Social (Helper) Occupations (Continued)</i></b>				
<b>Dental Hygienists</b> Performs non-surgical dental treatments such as cleaning plaque, tartar, and stains from teeth and beneath the margins of gums, using dental instruments. Also instructs individuals in the care of the teeth and gums.	★★★★★	\$18.40	\$30.00	Associate Degree
<b>Educational, Vocational, and School Counselors</b> Counsels individuals, and provides educational or vocational guidance and assessment services.	★★	\$13.50	\$19.50	Master's Degree
<b>Elementary School Teachers</b> Teaches basic academic, social, and other formative skills to pupils in public or private elementary schools.	★★★	\$28,280 (Annual Contract)	\$39,820	Bachelor's Degree
<b>Emergency Medical Technicians and Paramedics</b> Administers first aid treatment and transports sick or injured persons to medical facility, working as a member of an emergency medical team.	★★	\$7.30	\$11.40	After High School Applied Technology
<b>Employment, Recruitment, and Placement Specialists</b> Develops relationships with employers to provide employment opportunities for job applicants and students.	★★	\$13.00	\$18.30	Bachelor's Degree
<b>Fitness Trainers and Aerobics Instructors</b> Evaluates, advises, and trains athletes to maintain their physical fitness.	★★★	\$10.10	\$18.60	After High School Applied Technology
<b>Kindergarten Teachers</b> Teaches personal hygiene, music, art, and elementary academics to children from 4 to 6 years old to promote physical, mental, and social development.	★★★	\$18,800 (Annual Contract)	\$34,610	Bachelor's Degree
<b>Licensed Practical Nurses and Licensed Vocational Nurses</b> Cares for ill, injured, convalescent, and handicapped persons in private homes, hospitals, clinics, and similar health care facilities.	★★★★	\$12.60	\$16.10	After High School Applied Technology
<b>Massage Therapists</b> Massages customers for hygienic or remedial purposes.	★	\$5.90	\$8.10	After High School Applied Technology
<b>Medical and Public Health Social Workers</b> Assesses, counsels, and aids individuals and families with problems relating to finances, employment, food, clothing, child care, housing, or other human needs and conditions.	★★★	\$13.70	\$20.10	Bachelor's Degree
<b>Medical Assistants</b> Performs a variety of duties under the direction of a physician, in the examination and treatment of patients including preparing treatment rooms for examination of patients, handing instruments and materials to physicians and maintaining medical records.	★★★	\$9.30	\$10.70	Moderate OJT
<b>Mental Health and Substance Abuse Social Workers</b> Counsels and aids individuals and families with problems during or following the recovery from mental illness or alcohol/drug abuse.	★★	\$10.30	\$16.60	Master's Degree
<b>Middle School Teachers</b> Teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level.	★★★	\$28,820 (Annual Contract)	\$40,840	Bachelor's Degree



OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Social (Helper) Occupations (Continued)</b>				
<b>Nursing Aides, Orderlies, and Attendants</b> Works under the direction of medical staff to care for patients in health care facilities. Feeds patients unable to feed themselves, sets up equipment, prepares food trays, bathes, grooms, and dresses patients.	★★	\$7.80	\$9.50	Short-Term
<b>Personal and Home Care Aides</b> Performs housekeeping, personal care, and emotional support for clients in their places of residence. Helps elderly, disabled, and ill people live in their own homes instead of in a health facility.	★★	\$7.50	\$8.60	Short-Term OJT
<b>Personal Financial Advisors</b> Provides financial counseling to individuals about debt management and other financial matters.	★★★★	\$14.80	\$23.40	Bachelor's Degree
<b>Physical Therapists</b> Selects and applies techniques and treatments that help relieve pain, increase strength, and decrease or prevent crippling for patients in a hospital or other health care facility.	★★★★★	\$22.80	\$28.80	Master's Degree
<b>Physical Therapist Aides</b> Prepares patients for and administers physical therapy treatments, such as exercise, hydrotherapy, traction, or heat treatment. Normally works under the direction of a physical therapist.	★★	\$7.60	\$9.40	Short-Term OJT
<b>Police and Sheriff's Patrol Officers</b> Patrols assigned areas to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.	★★★★★	\$14.40	\$18.50	Long-Term OJT
<b>Police, Fire, and Ambulance Dispatchers</b> Receives calls from the public concerning emergencies or crimes, and broadcasts orders to police patrol units in the vicinity to investigate. Operates radio and telephone equipment to receive reports of fires and medical emergencies, and relays information or orders to appropriate response units.	★★★★	\$11.20	\$13.30	Moderate OJT
<b>Preschool Teachers</b> Instructs children (normally up to 5 years of age) in a preschool, day care, or other child development center. Conducts activities designed to develop social, physical, and intellectual skills needed for primary school.	★★	\$6.90	\$9.20	After High School Applied Technology
<b>Principals (Education Administrators, Elementary and Secondary schools)</b> Plans, develops, and administers educational programs, school policies, and academic codes of ethics to provide educational opportunities for students. Monitors programs for effectiveness and compliance with federal, state, and local regulations.	★★★★ (Annual Contract)	\$55,630	\$68,540	Experience plus Bachelor's Degree
<b>Probation Officers and Correctional Treatment Specialists</b> Performs casework duties to monitor and assist in the rehabilitation of law offenders either in custody or on probation.	★★	\$13.90	\$16.30	Bachelor's Degree
<b>Psychiatric Technicians</b> Provides nursing care such as helping patients with personal hygiene and giving medications to mentally ill, emotionally disturbed, or mentally retarded patients.	★★★	\$9.40	\$10.00	Moderate OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Social (Helper) Occupations (Continued)</b>				
<b>Recreation Workers</b> Conducts recreation activities with groups in recreational facility or in public, private, or volunteer agency.	★★	\$6.60	\$8.90	Bachelor's Degree
<b>Secondary School Teachers</b> Teaches students in public or private secondary schools in one or more subjects, such as English, math, science, or social studies.	★★★	\$28,520 (Annual Contract)	\$41,300	Bachelor's Degree
<b>Security Guards</b> Protects property, money, and merchandise in a store or similar establishment by detecting theft, shoplifting, and other unlawful practices by the public or employees. Preserves order and enforces security standards set by management. Also, may locate persons, using phones or mail directories, to serve legal papers and to collect debts.	★★★	\$8.20	\$10.30	Short-Term
<b>Social and Human Service Assistants</b> Assists Social Workers and Caseworkers to organize programs that aid families and individuals to prevent or resolve problems related to basic needs, substance abuse, and human relationships.	★★	\$7.60	\$9.60	Moderate OJT
<b>Special Education Teachers, Preschool, Kindergarten, and Elementary School</b> Teaches elementary school subjects to physically, visually, and hearing impaired students.	★★★	\$26,400 (Annual Contract)	\$39,340	Bachelor's Degree
<b>Special Education Teachers, Secondary School</b> Teaches secondary school subjects to physically, visually, and hearing impaired students.	★★★	\$27,570 (Annual Contract)	\$39,680	Bachelor's Degree
<b>Speech-Language Pathologists</b> Examines and provides remedial services for persons with speech and hearing disorders, administering hearing or speech/language evaluations, tests, and examinations and counseling and instructing clients in techniques to accommodate speech or hearing impairment.	★★★★	\$17.70	\$25.30	Master's Degree
<b>Registered Nurses</b> Administers nursing care to ill or injured persons providing health care, first aid, and immunization in facilities such as hospitals, schools, and industry. Includes administrative, public health, industrial, private duty, and surgical nurses.	★★★★★	\$19.60	\$24.80	Associate Degree
<b>Teacher Assistants</b> Prepares classroom materials, supervises students, and operates audio-visual equipment under the guidance of a teacher.	★★	\$13,760 (Annual Contract)	\$19,290	Short-Term OJT
<b>Title Examiners, Abstractors, and Searchers</b> Search real estate records, examine titles, or summarize pertinent legal or insurance details for a variety of purposes.	★★	\$11.90	\$18.60	Moderate OJT
<b>Ushers, Lobby Attendants, and Ticket Takers</b> Assists patrons at entertainment events, such as sporting events, motion pictures, or theater performances by collecting admission tickets and passes from patrons, and helping patrons find seats.	★★	\$5.90	\$6.90	Short-Term
<b>Vocational Education Teachers, Postsecondary</b> Teaches vocational and/or occupational subjects at the post-secondary level which include business, secretarial, science, data processing, trades, and practical nursing subjects.	★★★	\$25,980 (Annual Contract)	\$40,240	Experience plus Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
<b><i>Social (Helper) Occupations (Continued)</i></b>			
<b>Vocational Education Teachers, Secondary School</b> Teach vocational or occupational subjects at the secondary school level.	★★★	\$28,370 (Contract)	\$40,990 Experience plus Bachelor's Degree
<b>Waiters and Waitresses</b> Takes food orders and serves food and beverages to patrons in dining establishments.	★★	\$5.90	\$6.80 Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
<b><i>Enterprising (Persuader) Occupations</i></b>			
<b>Administrative Services Managers</b> Plans, directs, and coordinates office support services of an organization. May oversee maintenance and custodial operations.	★★★★	\$16.30	\$26.30 Experience plus Bachelor's Degree
<b>Advertising Sales Agents</b> Sells or solicits advertising, such as advertising space in publications, custom-made signs, and air time on TV and radio.	★★★★	\$10.80	\$18.80 Moderate OJT
<b>Athletes and Sports Competitors</b> Participates in professional competitive athletic events to entertain sports fans.	★★	NA	NA Long-Term OJT
<b>Bartenders</b> Mixes and serves alcoholic and nonalcoholic beverages to patrons, following standard recipes, in a restaurant, bar, or lounge.	★★	\$5.90	\$8.00 Short-Term OJT
<b>Chefs and Head Cooks</b> Directs and participates in the preparation, seasoning, and cooking of soups, meats, fish, vegetables, salads, desserts, or other foods.	★★★★	\$1.10	\$13.70 Related Work Experience
<b>Claims Adjusters, Examiners, and Investigators</b> Investigates, analyzes, and determines the extent of an insurance company's liability concerning personal, casualty, or property loss or damages. Attempts to bring about settlements with claimants or their representatives.	★★★★	\$13.30	\$17.30 Long-Term OJT
<b>Compensation and Benefits Managers</b> Plans, directs, or coordinates compensation and benefits activities and staff of an organization. Include job analysis and position description managers.	★★★★	\$21.10	\$30.20 Experience plus Bachelor's Degree
<b>Demonstrators and Product Promoters</b> Demonstrates merchandise and answers questions for the purpose of creating public interest in buying products.	★★	\$7.70	\$9.00 Moderate OJT
<b>Driver/Sales Workers</b> Drives trucks or other vehicles over established routes to deliver and sell goods, such as food products; picks up and delivers items, such as parcels and laundry; or refills, services, and collects coins from vending machines.	★★	\$6.00	\$9.50 Long-Term OJT
<b>Electricians</b> Installs, maintains, and repairs electrical wiring, equipment, and fixtures. Possesses electrician's license or identification card and follows local electrical codes to meet government regulations.	★★★★★	\$12.60	\$19.00 Long-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
<b>Enterprising (Persuader) Occupations (Continued)</b>				
<b>Financial Managers</b> Directs, coordinates, and implements financial policies, procedures, and practices including preparing budgets and reviewing reports.	★★★★★	\$23.50	\$33.70	Experience plus Bachelor's Degree
<b>Flight Attendants</b> Provides information and personal services to airline passengers during flight to ensure their safety and comfort.	★★★★	NA	NA	Long-Term OJT
<b>Food Service Managers</b> Plans, directs, and coordinates activities of an establishment, organization, or department that serves food and beverages.	★★★★★	\$14.40	\$19.90	Related Work Experience
<b>General and Operations Managers</b> Provides overall direction for organizations. Determines and formulates policies and strategies. Plans, directs, and coordinates operational activities with the help of middle managers.	★★★★★	\$20.40	\$34.20	Experience plus Bachelor's Degree
<b>Hairdressers, Hairstylists, and Cosmetologists</b> Provides a wide variety of beauty services to patrons, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp.	★★	\$7.40	\$10.00	After High School Applied Technology
<b>Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop</b> Welcomes patrons to an establishment, seats them at tables or in a lounge, and ensures a high quality of service.	★★	\$6.30	\$7.70	Short-Term OJT
<b>Industrial Engineers</b> Performs engineering duties in planning and overseeing the use of production facilities and personnel in industrial firms. Plans and implements production methods to maximize productivity and minimize cost.	★★★★★	\$23.60	\$31.00	Bachelor's Degree
<b>Industrial Production Managers</b> Plans, organizes, directs, controls, and coordinates the work activities and resources necessary for manufacturing products.	★★★★	\$23.90	\$35.80	Bachelor's Degree
<b>Insurance Sales Agents</b> Sells or advises clients on life, auto, fire, accident, and other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.	★★	\$11.30	\$15.50	Bachelor's Degree
<b>Lawyers</b> Conducts criminal and civil lawsuits, prepares legal documents, advises clients on legal rights, and practices other phases of law.	★★★★★	\$26.60	\$45.00	First Professional Degree
<b>Loan Officers</b> Evaluates and recommends approval of commercial, real estate, or credit loans. Advises borrowers on financial options and methods of payments.	★★	\$14.70	\$19.80	Bachelor's Degree
<b>Management Analysts</b> Reviews, analyzes, and suggests improvements to businesses and organizations to help management operate more efficiently and effectively.	★★★★★	\$21.20	\$32.90	Experience plus Bachelor's Degree
<b>Manicurists and Pedicurists</b> Cleans, shapes, and polishes customers' fingernails and toenails.	★★	\$6.40	\$9.70	After High School Applied Technology



OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
<b>Enterprising (Persuader) Occupations (Continued)</b>				
<b>Marketing Managers</b> Plans, directs, and coordinates activities to determine the demand for products and services offered by a firm.	★★★★★	\$22.60	\$35.90	Experience plus Bachelor's Degree
<b>Medical and Health Services Managers</b> Plans, directs, and coordinates medicine and health services in hospitals or similar organizations.	★★★★★	\$23.90	\$33.40	Experience plus Bachelor's Degree
<b>Meeting and Convention Planners</b> Coordinates the activities of staff and convention personnel to make arrangements for group meetings.	★★	\$11.70	\$16.40	Bachelor's Degree
<b>Paralegals and Legal Assistants</b> Assists lawyers by researching legal precedents, investigating facts, preparing legal documents, and directing and coordinating law office activities.	★★★★★	\$14.30	\$18.60	Associate Degree
<b>Parts Salespersons</b> Sells spare and replaceable parts and equipment from behind the counter in a parts store, repair shop, or agency. Determines the make, model, and type of part needed.	★★★★	\$8.80	\$11.90	Moderate OJT
<b>Public Relations Specialists</b> Promotes and creates a positive image for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various media.	★★	\$13.70	\$19.60	Bachelor's Degree
<b>Private Detectives and Investigators</b> Detects unlawful acts or infractions of rules in private establishment, or seeks, examines, and compiles information for clients.	★★★	\$9.90	\$13.80	Related Work Experience
<b>Property and Real Estate Managers</b> Manages and oversees operations, maintenance, and administrative functions for commercial, industrial, or residential properties.	★★★★	\$13.10	\$23.80	Bachelor's Degree
<b>Purchasing Agents, Except Wholesale, Retail, and Farm</b> Directs and manages activities involved with purchasing goods and services for an organization such as negotiating contracts, analyzing proposals, and preparing purchase orders.	★★★★★	\$16.20	\$22.60	Related Work Experience
<b>Purchasing Managers</b> Plans, directs, and coordinates the activities of workers involved in purchasing materials, products, or services.	★★	\$22.70	\$35.10	Experience plus Bachelor's Degree
<b>Real Estate Appraisers</b> Appraises real property to determine its value for purchase, sales, investment, mortgage, or loan purposes.	★★★★★	\$14.80	\$21.00	After High School Applied Technology
<b>Retail Salespersons</b> Sells a wide variety of merchandise such as clothing, appliances, furniture, tools, or motor vehicles. Also greets customers, shows and demonstrates merchandise and explains the use, operation, and care of the product to customers.	★★	\$6.90	\$9.20	Short-Term OJT
<b>Sales Managers</b> Plans, directs, and coordinates sales activities by establishing sales territories, quotas, goals, and training programs for sales representatives.	★★★★★	\$21.10	\$35.10	Experience plus Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Enterprising (Persuader) Occupations (Continued)</b>				
<b>Sales Representatives, Except Technical and Scientific Products</b> Sells goods or services for wholesalers or manufacturers to businesses or groups of individuals. Solicits orders from established clients or secures new customers.	★★★★★	\$13.80	\$21.80	Moderate OJT
<b>Securities, Commodities, and Financial Services Sales Agents</b> Buys and sells securities in investment and trading firms keeping informed about political and economic trends that influence stock prices. Develops and implements financial plans for individuals, businesses, and organizations.	★★★★★	\$15.80	\$28.90	Bachelor's Degree
<b>Sales Representatives, Technical and Scientific Products</b> Sells products that require a technical knowledge of the product and its use, such as agricultural equipment, electronic equipment, industrial machinery, medical equipment, and chemicals.	★★★★★	\$17.20	\$28.40	Moderate OJT
<b>Supervisors/Managers of Food Preparation and Serving Workers</b> Plans, directs, and coordinates activities of an establishment, organization, or department that serves food and beverages.	★★★★★	\$9.00	\$12.50	Related Work Experience
<b>Supervisors/Managers of Housekeeping and Janitorial Workers</b> Supervises the work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, schools, and similar establishments.	★★★★★	\$10.10	\$14.50	Related Work Experience
<b>Supervisors/Managers of Mechanics, Installers, and Repairers</b> Directly supervises and coordinates activities of mechanics, repairers, and installers and their helpers. May work in smaller establishments and perform both supervisory and management functions, such as accounting, marketing, and personnel work. May engage in the same repair work as the workers they supervise.	★★★★★	\$16.50	\$24.10	Related Work Experience
<b>Supervisors/Managers of Office and Administrative Support Workers</b> Plans, directs, and coordinates office support services of an organization. May oversee maintenance and custodial.	★★★★★	\$13.00	\$18.30	Related Work Experience
<b>Supervisors/Managers of Production and Operating Workers</b> Directly supervises and coordinates activities of production workers, such as machine setters and operators, assemblers, fabricators, testers, or plant and system operators.	★★★★★	\$13.80	\$20.70	Related Work Experience
<b>Supervisors/Managers of Retail Sales Workers</b> Directly supervises and coordinates the activities of sales, marketing, and related workers. May perform management functions such as budgeting, accounting, marketing, and personnel work in addition to supervisory duties.	★★★★★	\$10.80	\$15.20	Related Work Experience
<b>Supervisors/Managers of Transportation/ Material-Moving Machine/Vehicle Operators</b> Supervises and coordinates the activities of transportation and material-moving machine and vehicle operators.	★★★★★	\$15.00	\$22.40	Related Work Experience
<b>Telemarketers</b> Promotes and solicits orders for goods or services over the telephone.	★★	\$5.90	\$8.40	Short-Term OJT
<b>Training and Development Specialists</b> Plans, directs, and coordinates the training activities of an organization.	★★	\$12.70	\$18.40	Bachelor's Degree

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
<b>Enterprising (Persuader) Occupations (Continued)</b>			
<b>Transportation, Storage, and Distribution Managers</b> Plans, directs, and coordinates the transportation operations of an organization including reviewing schedules, worker assignments, and routes.	★★★★	\$20.10    \$27.90	Related Work Experience
<b>Travel Agents</b> Plans trips for travel agency customers. May specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours.	★	\$8.80    \$13.70	After High School Applied Technology
<b>Wholesale and Retail Buyers, Except Farm Products</b> Selects and buys merchandise or commodities (other than farm products) from suppliers for resale to consumers at the wholesale or retail level.	★★★★	\$13.70    \$19.10	Related Work Experience

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE	TRAINING
<b>Conventional (Organizer) Occupations</b>			
<b>Accountants and Auditors</b> Accountants analyze financial information and prepare reports describing assets, liabilities, profit and loss, or other financial activities within an organization. Auditors examine and analyze accounting records to determine financial status of organizations and prepare financial reports.	★★★	\$16.50    \$22.80	Bachelor's Degree
<b>Bill and Account Collectors</b> Locates and notifies customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.	★★★★	\$9.60    \$12.30	Short-Term OJT
<b>Billing and Posting Clerks and Machine Operators</b> Operates machines that automatically perform mathematical processes, such as addition, subtraction, multiplication, and division, to calculate and record billing, accounting, and other numerical data, such as amounts customers owe, sales totals, and inventory data.	★★★★	\$9.60    \$12.00	Moderate OJT
<b>Bookkeeping, Accounting, and Auditing Clerks</b> Computes, classifies, records, and summarizes financial data to keep and maintain fiscal records according to established bookkeeping and accounting procedures.	★★★★	\$9.60    \$13.00	Moderate OJT
<b>Budget Analysts</b> Analyzes accounting records of an organization to determine financial resources needed to meet fiscal obligations. Makes recommendations for budget allocations.	★★	\$19.20    \$26.00	Bachelor's Degree
<b>Cashiers</b> Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and performs related duties in a wide variety of business establishments.	★★	\$6.10    \$7.70	Short-Term OJT
<b>Counter and Rental Clerks</b> Greets customers and receives orders for services, such as rentals, repairs, dry cleaning, or storage. May compute cost and accept payment.	★★	\$6.30    \$8.40	Short-Term OJT

OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Conventional (Organizer) Occupations (Continued)</b>				
<b>Court, Municipal, and License Clerks</b> A Court Clerk performs clerical duties in a court of law. Secures, processes, and records information for the court. Confers with court officials and litigants regarding court proceedings. A License Clerk issues licenses or permits to qualified applicants. Obtains necessary information; records data; advises applicants on requirements; collects fees; and issues licenses.	★★★★	\$9.60	\$12.20	Short-Term OJT
<b>Credit Authorizers, Checkers, and Clerks</b> Credit Authorizers authorize credit charges against customers' accounts. Credit Checkers investigate history and credit standing of individuals or businesses applying for credit. They may also telephone or write to credit departments of businesses or service establishments to obtain information about an applicant's credit standing. Credit Clerks interview applicants to obtain personal and financial data; determine credit worthiness; processes applications; and notifies customers of acceptance or rejection of credit.	★★	\$10.30	\$12.80	Short-Term OJT
<b>Customer Service Representatives</b> Interviews applicants for water, gas, electric, or telephone service. Talks with customers by phone or in person, and receives orders to start, stop, or change service.	★★★★	\$8.70	\$11.60	Moderate OJT
<b>Data Entry Keyers</b> Operates keyboards or other data entry devices to input data into a computer or onto disk, tape, or card. Duties include coding and verifying alphabetic or numeric data.	★★★	\$8.80	\$11.60	Moderate OJT
<b>Dispatchers, Except Police, Fire, and Ambulance</b> Schedules and dispatches workers, work crews, equipment, or service vehicles to appropriate locations, according to requests, instructions, and needs to transport materials, freight, or passengers, or for service or emergency repairs done outside the place of business.	★★★★	\$10.30	\$15.20	Moderate OJT
<b>Executive Secretaries and Administrative Assistants</b> Assists executives by coordinating and directing basic office services, such as staff assignments, records management, budget control, and special management studies.	★★★★★	\$12.50	\$16.10	Moderate OJT
<b>File Clerks</b> Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used.	★	\$8.10	\$11.10	Short-Term OJT
<b>Hotel, Motel, and Resort Desk Clerks</b> Serves hotel patrons by registering and assigning rooms, issuing room keys, sending and receiving messages, making and confirming reservations, and presenting statements to and collecting payments from departing guests.	★★	\$6.70	\$8.30	Short-Term OJT
<b>Human Resources Assistants</b> Compiles and keeps personnel records.	★★★★	\$9.20	\$13.40	Short-Term OJT
<b>Inspectors, Testers, Sorters, Samplers, and Weighers</b> Inspects, tests, grades, sorts, samples, or weighs nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products to verify conformity with established standards. Inspection may be done before, during, or after processing.	★★★★★	\$9.20	\$13.90	Moderate OJT



OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY AVERAGE		TRAINING
<b>Conventional (Organizer) Occupations (Continued)</b>				
<b>Insurance Claims and Policy Processing Clerks</b> An Insurance Claim Clerk obtains and compiles information from policyholders or designated persons for the purpose of settling claims with insurance carriers. An Insurance Processing Clerk processes applications for, changes to, reinstatement of, and cancellation of various types of insurance policies.	★★★★	\$9.20	\$12.80	Moderate
<b>Law Clerks</b> Researches and analyzes law sources to prepare legal documents for review, approval, and use by attorney.	★	\$11.00	\$16.30	Bachelor's Degree
<b>Legal Secretaries</b> Prepares legal documents and correspondences such as summonses complaints, motions, and subpoenas. Must be familiar with legal terminology, procedures, and documents, as well as legal research.	★★★★	\$12.60	\$16.40	After High School Applied Technology
<b>Library Assistants, Clerical</b> Assists librarians and library technicians in providing service to patrons. Issues and receives library materials; sorts, shelves, and maintains materials; and assists patrons in locating materials. May drive a bookmobile or light truck that pulls a book trailer to specific locations on a schedule and provide services in a mobile library.	★★	\$7.00	\$8.70	Short-Term OJT
<b>Library Technicians</b> Assists librarian in the acquisition, processing, cataloging, and display of books and materials in a library. Assists patrons in the use of library resources.	★★	\$7.50	\$9.20	After High School Applied Technology
<b>Loan Interviewers and Clerks</b> Reviews loan papers to ensure completeness; prepares correspondence, reports, and loan documents from drafts; and completes transactions between the loan establishment, borrowers, and sellers upon approval of loan.	★★★	\$8.30	\$10.20	Short-Term OJT
<b>Mail Clerks and Mail Machine Operators, Except Postal Service</b> Prepares incoming and outgoing mail or packages for distribution/mailing.	★	\$8.60	\$10.50	Moderate
<b>Medical Records and Health Information Technicians</b> Compiles and maintains medical records of patients in hospitals, clinics, nursing homes, or other health care facilities. Ensures that all necessary information is on a computer file.	★★	\$9.30	\$11.80	Associate Degree
<b>Medical Secretaries</b> Performs secretarial duties, such as scheduling appointments for patients and taking dictation from medical staff using specific knowledge of medical terminology and procedures. Uses personal computers, and operates office equipment.	★★	\$9.20	\$11.60	After High School Applied Technology
<b>New Accounts Clerks</b> Interviews persons who wish to open bank accounts. Explains banking services available to prospective customers and assists them in preparing application forms.	★★★★	\$11.60	\$13.50	Related Work Experience
<b>Office Clerks, General</b> Performs any combination of clerical duties to provide clerical support to office staff, typically in an office environment.	★★★	\$7.30	\$10.10	Short-Term OJT
<b>Order Clerks</b> Receives and processes incoming orders for materials, merchandise, or services.	★★★	\$7.80	\$10.10	Short-Term OJT

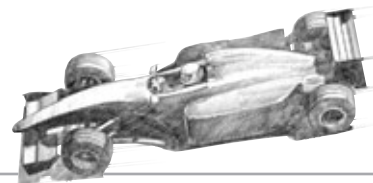
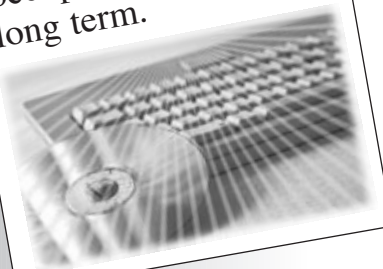
OCCUPATION TITLE AND DESCRIPTION	RATING	STATEWIDE WAGE ENTRY	AVERAGE	TRAINING
<b>Conventional (Organizer) Occupations (Continued)</b>				
<b>Payroll and Timekeeping Clerks</b> Computes and posts wage data to payroll records. Keeps daily, weekly, or monthly records showing payroll activities and transactions. Compiles employee time, production, and payroll data from time sheets and other records on a computer.	★★★★★	\$10.40	\$14.20	Moderate OJT
<b>Pharmacy Technicians</b> Fills orders for unit doses and prepackaged pharmaceuticals and performs related duties under the supervision and direction of a pharmacist.	★★★★	\$11.20	\$13.40	Moderate OJT
<b>Postal Service Mail Carriers</b> Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.	★★★★★	\$17.10	\$22.10	Short-Term OJT
<b>Production, Planning, and Expediting Clerks</b> Coordinates the flow of work and materials within or between departments of an establishment according to production schedule. Duties are primarily clerical in nature.	★★★★	\$10.50	\$13.10	Short-Term OJT
<b>Receptionists and Information Clerks</b> Receives and greets visitors to an establishment, or obtains and provides information for the general public (customers, visitors, and other interested parties). Provides information about activities conducted at the establishment; the location of departments, offices, and employees within the organization; or services offered. May perform other clerical duties as assigned.	★★★	\$7.50	\$10.00	Short-Term OJT
<b>Reservation and Transportation Ticket Agents and Travel Clerks</b> Makes and confirms reservations for passengers. Sells tickets for transportation carriers such as airlines, bus companies, railroads, and cruise ship lines. May check baggage and direct or escort passengers to a designated concourse, pier, or track.	★★★★	\$8.80	\$11.90	Short-Term OJT
<b>Secretaries, Except Legal, Medical, and Executive</b> Relieves officials or executives of clerical work and minor administrative or business details by scheduling appointments, giving information to callers, composing and typing correspondence, reading and routing incoming mail, filing records, and other various clerical duties.	★★★★	\$8.80	\$11.80	Moderate OJT
<b>Shipping, Receiving, and Traffic Clerks</b> Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.	★★★	\$8.70	\$11.00	Short-Term OJT
<b>Stock Clerks and Order Fillers</b> A Stock Clerk receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. An Order Filler fills customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms.	★★★	\$7.40	\$10.00	Short-Term OJT
<b>Tellers</b> Receives and pays out money in a financial institution. Keeps records of money and other negotiable instruments involved in financial transactions.	★★★	\$8.40	\$9.70	Short-Term OJT
<b>Word Processors and Typists</b> Uses computer programs to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.	★★	\$9.40	\$11.60	Moderate OJT

# Utah's Occupations with Most Openings 2004-2014

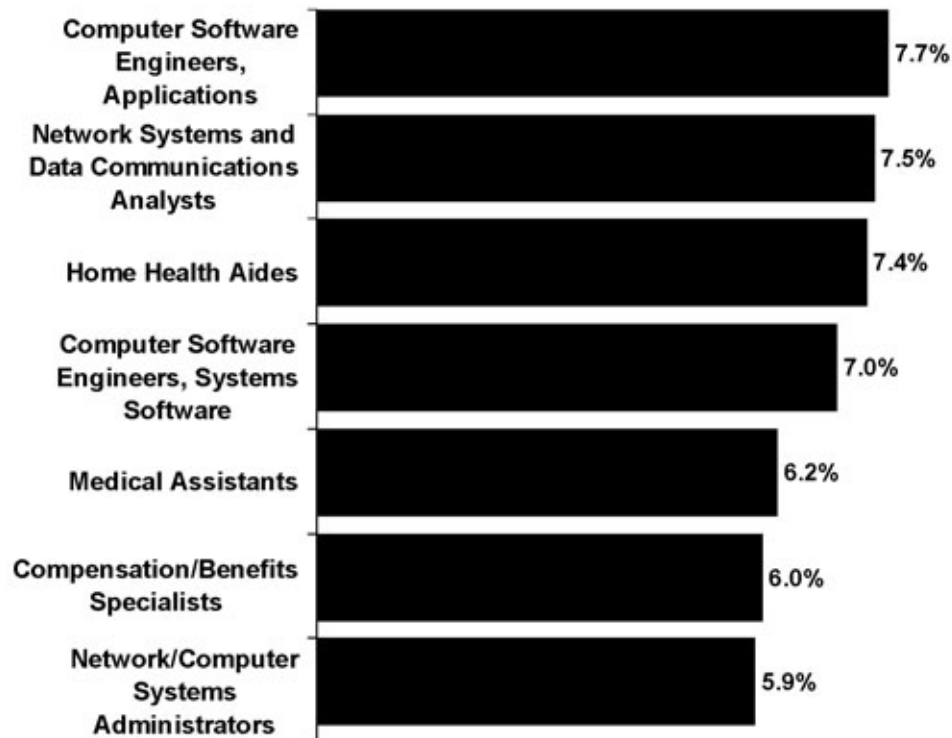
Some low-paying positions are among those with the most new openings – like occupations in the fast-food industry or retail sales. These are large occupations to begin with. In addition, replacement needs are high because workers typically move on to other occupations.

Occupations in healthcare show faster than average growth. Aging Baby Boomers will require more medical attention in years to come.

Despite a short-term decline in “tech” industries, computer-related occupations will be among the fastest-growing occupations in the long term.



# Fastest Growing Utah Occupations with 100 or More Annual Openings 2004-2014

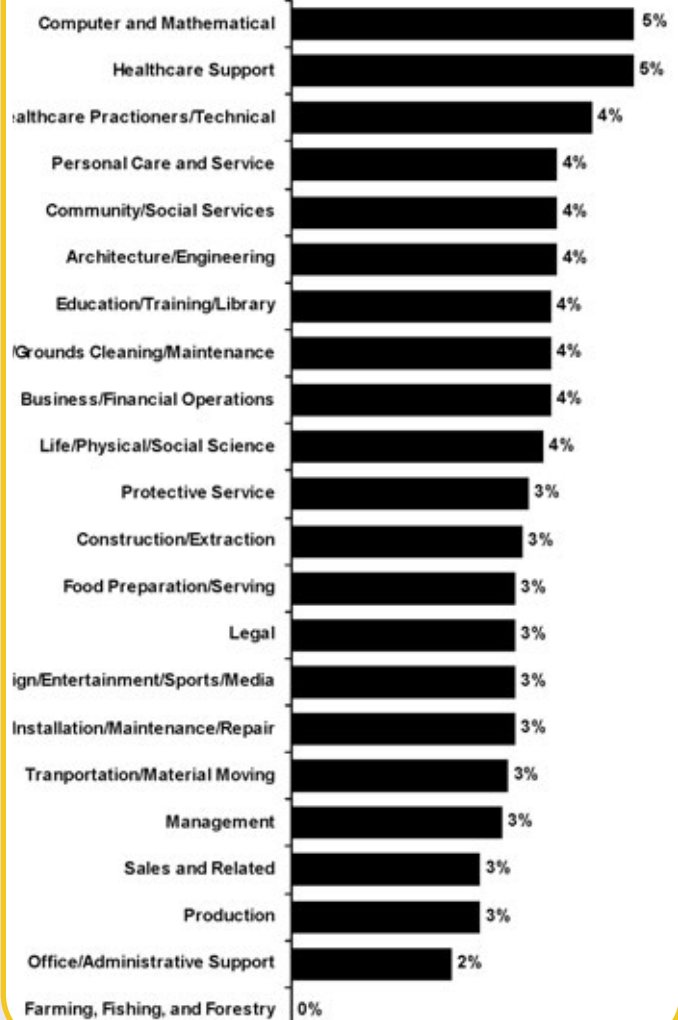


# Utah Major Occupational Groups Annual Average

## Openings 2004-14



## Growth 2004-14



Source of data for pp 60-61: *Utah Department of Workforce Service*



**For More Information – Utah**  
<http://jobs.utah.gov/wi>  
<http://careers.utah.gov>

### ON THE WEB:

<http://jobs.utah.gov/firmfind/pgMain.asp?theSessionID=675548840> FirmFind  
<http://jobs.utah.gov/Regions/EC.asp> – Locate your local DWS Employment Center: see job openings, talk to an employment counselor, apply for support services, and use a computer for job-search activities.  
<http://www.careers.utah.gov> – job search advice  
<http://jobs.utah.gov/jobseeker/guides/JSTools.asp> – job search advice  
<http://content.monster.com/> – job search advice





# Fuel Your Career with Quality Information – National

## Top Twenty U.S. Occupations with the Most Openings Projected 2006-2016

### Occupation

1. Retail salespersons
2. Cashiers, except gaming
3. Waiters and waitresses
4. Customer service representatives
5. Registered nurses
6. Office clerks, general
7. Combined food preparation and serving workers, including fast food
8. Laborers and freight, stock, and material movers, hand
9. Janitors and cleaners, except maids and housekeeping cleaners
10. Postsecondary teachers
11. Child care workers
12. Bookkeeping, accounting, and auditing clerks
13. Elementary school teachers, except special education
14. Truck drivers, heavy and tractor-trailer
15. Personal and home care aides
16. Executive secretaries and administrative assistants
17. Receptionists and information clerks
18. Sales representatives (wholesale and manufacturing)
19. Maids and housekeeping cleaners
20. Home health aides

### For More Information – National

[www.careerinfo.net.org](http://www.careerinfo.net.org)  
[www.careeronestop.org](http://www.careeronestop.org)  
<http://www.bls.gov/bls/occupation.htm>  
<http://online.onetcenter.org>  
[http://www.bls.gov/k12/html/edu\\_over.htm](http://www.bls.gov/k12/html/edu_over.htm)

## Top Twenty Highest-Paying Occupations in the U.S. by Median Hourly Wages

*These are the occupations with the highest median wages in 2006.*

Occupation	Median Hourly Wages 2006
1. Anesthesiologists	\$70.01+
2. Chief Executives	\$70.01+
3. Family and General Practitioners	\$70.01+
4. Internists, General	\$70.01+
5. Obstetricians and Gynecologists	\$70.01+
6. Oral and Maxillofacial Surgeons	\$70.01+
7. Orthodontists	\$70.01+
8. Physicians and Surgeons, All Other	\$70.01+
9. Prosthodontists	\$70.01+
10. Psychiatrists	\$70.01+
11. Surgeons	\$70.01+
12. Airline Pilots, Copilots, and Flight Engineers	N/A
13. Pediatricians, General	\$66.41
14. Dentists, General	\$63.53
15. Air Traffic Controllers	\$56.37
16. Podiatrists	\$52.03
17. Engineering Managers	\$50.69
18. Lawyers	\$49.26
19. Judges, Magistrate Judges, and Magistrates	\$48.89
20. Computer and Information Systems Managers	\$48.84

Over half of the highest paying occupations on this list work in what industry?



## Top 20 Fastest-Growing Occupations in the U.S. 2006-2016

*These are the occupations that are projected to grow the fastest during the 2006-2016 time period.*



Occupation	Employment		Percent* Change
	2006	2016	
1. Network systems and data communications analysts	261,800	401,600	53%
2. Personal and home care aides	767,300	1,155,800	51%
3. Home health aides	787,300	1,170,900	49%
4. Computer software engineers, applications	506,800	732,500	45%
5. Veterinary technologists and technicians	71,200	100,400	41%
6. Personal financial advisors	176,200	248,400	41%
7. Makeup artists, theatrical and performance	2,100	3,000	40%
8. Medical assistants	416,900	564,600	35%
9. Veterinarians	62,200	84,000	35%
10. Substance abuse and behavioral disorder counselors	83,300	112,000	34%
11. Skin care specialists	38,200	51,300	34%
12. Financial analysts	220,600	295,200	34%
13. Social and human service assistants	338,700	452,600	34%
14. Gaming surveillance officers and gaming investigators	8,700	11,600	34%
15. Physical therapist assistants	60,300	79,800	32%
16. Pharmacy technicians	285,000	376,400	32%
17. Forensic science technicians	13,100	17,100	31%
18. Dental hygienists	167,000	217,200	30%
19. Mental health counselors	99,800	129,800	30%
20. Mental health and substance abuse social workers	122,300	158,800	30%

Source of data, pp. 62-63: *U.S. Bureau of Labor Statistics*

**Fastest growing** occupations are figured as a percentage of current employment, so you'll notice that some of these occupations do not necessarily offer large numbers of openings.

Utah  
Student  
Career Guide

# Utah High School to College and Career **PATHWAYS**



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